

SUMMER JOB OPPORTUNITY
PHILANTHROPIC SERVICES INTERN

<p>Position Summary</p>	<p>Hamilton Community Foundation has an opening for a Summer Intern, working with their Philanthropic Services team. The Intern will report to the Vice-President, Philanthropic Services and work with other team members in the planning and delivery of a variety of donor service and fund development activities. These could include, for example: assisting in the planning and preparation for a summer donor event; conducting research about best practices in specific philanthropic service areas; providing admin support in the areas of gift acknowledgement and donor services; contributing to the implementation and evaluation of a women’s giving circle; assisting in the development and implementation of the Foundation’s social media strategy as it pertains to the activities of the philanthropic service team and working on other projects and activities as they arise over the summer.</p> <p>This is a unique and excellent opportunity for an individual who is interested in pursuing a career in the philanthropic services, fund development or not-for-profit areas.</p>
<p>Position Details</p>	<p>The Philanthropic Services Intern will ideally commence work on May 11th for a 14 week period, 30 hours per week. The hourly wage is \$15.</p> <p>The Philanthropic Services Intern will work from HCF’s office located at 120 King Street West, Hamilton, ON. The work schedule will be mutually determined with the successful candidate. Occasional evening hours may be required. Access to a car is not required.</p>
<p>The Successful Candidate</p>	<p>The successful candidate will have a demonstrated interest in philanthropy and not-for-profit sector. In addition, he/she will demonstrate initiative and responsibility; strong interpersonal and</p>

	<p>communication skills; and the ability to work independently, with attention to detail and accuracy.</p> <p>The individual must be between 15 and 30 years of age, registered as a full-time student during the preceding academic year and intending to return on a full-time basis during the next academic year in a secondary, post-secondary, vocational or technical program. Further, he/she must be a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Ontario.</p>
<p>About Hamilton Community Foundation</p>	<p>Hamilton Community Foundation (HCF) is part of a network of over 191 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community most. Established in 1954, the mission of HCF is to drive positive change by connecting people, ideas and resources. HCF assists people in making the philanthropic difference they would like to make. In 2013/14 the Hamilton Community Foundation made just under \$6.5M in grants to the community.</p> <p>To learn more about Hamilton Community Foundation please visit our website at: www.hamiltoncommunityfoundation.ca</p>
<p>To Apply for This Position</p>	<p>Please submit a covering letter and CV by 4:30 pm on April 28th to r.taylor-weale@hamiltoncommunityfoundation.ca. No phone calls please.</p>