

SUMMER JOB OPPORTUNITY

PHILANTHROPIC SERVICES INTERN

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| <p>Position Summary</p> | <p>Hamilton Community Foundation has a summer opening for an intern, working with the Philanthropic Services team. The intern will report to the Vice-President, Philanthropic Services and work with other members of the Philanthropic Services team on a range of tasks and projects that support the team’s development and donor service activities. Specifically, the role will include a variety of admin support activities such as updating HCF’s donor information and fund management system; writing short papers summarizing research on key areas related to services provided by HCF; and assisting with selected special projects related to donor services. In addition, the intern may help with organizing summer site visits and a special event to be held this fall.</p> <p>While this position has a practical focus, it will also provide an interested student with the opportunity to learn a great deal about the role of a community foundation and the impact that philanthropy has in Hamilton.</p> |
| <p>Position Details</p> | <p>The Philanthropic Services Intern will ideally commence work on June 13th for 10 weeks at 28 hours per week or four days per week. This is a paid internship at the rate of \$15/hr and the student must intend to return to post-secondary education in September.</p> <p>HCF is located at 120 King Street West, Suite 700, Hamilton Ontario. The work schedule will be mutually determined with the successful candidate. No car is required for this position.</p> |
| <p>The Successful Candidate</p> | <p>The successful candidate will have an interest in the charitable sector. The successful candidate must demonstrate initiative, strong interpersonal and communication skills; and an ability to work independently, with an attention to detail and accuracy.</p> |
| <p>About Hamilton Community Foundation</p> | <p>Hamilton Community Foundation (HCF) is part of a network of over 191 Canadian community foundations who contribute time, leadership and financial support to initiatives that benefit their</p> |

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| | <p>community most, based on an intimate understanding of local needs and opportunities. HCF's mission is to drive positive change by connecting people, ideas and resources. HCF granted \$5.8 million to community organizations in the financial year ending March 31, 2015 and had \$44.9 million committed to impact investments.</p> <p>To learn more about Hamilton Community Foundation please visit our website at: www.hamiltoncommunityfoundation.ca</p> |
| To apply for this position | <p>Please submit a covering letter and CV by Wednesday, May 25st before 4:30 p.m. to r.taylor-weale@hamiltoncommunityfoundation.ca. No phone calls please.</p> |