



Development and Communications Assistant - Summer Student

The Children's Cottage Society is a charitable agency established in Calgary in 1986. The Society's mission is to prevent harm and neglect to all children and to strengthen families through crisis, respite, and family support services.

Duration: 35 hours per week, 15 weeks

Start Date: Monday, May 17, 2010

End Date: Friday, August 27, 2010

Salary: Hourly, \$14/hour.

The Development and Communications Assistant is a contract position, specifically designed to support the Development and Communications initiatives of the Society. The successful candidate will have an understanding of communications, public relations, event management and/or fund development. The chosen candidate will receive a well-rounded experience in the communications and development arena in the non-profit sector.

Job Duties:

The successful candidate will:

- Assist with the preparation, planning, promotion and logistics of various special events (i.e. Stampede breakfast, Golf Tournament, Provincial Lottery and Annual Radiothon)
- Assist in developing, implementing and evaluating a social media campaign to increase awareness, increase donor support and recruitment of volunteers
- Research donor recognition trends and develop donor recognition pieces.
- Conduct research on prospective corporate, foundation and individual donors.
- Analyze and research new giving initiatives for the Society.
- Assist with development of various communications materials for the Society.
- Coordinate production and mailing of various publications for the Society.
- Support the implementation of the Society's communications plan.
- Prepare grant applications and reports.
- Assist with other duties as necessary.

Qualifications:

- **Must be currently enrolled in a post secondary institution in a related field (i.e. Non-Profit Management, Event Management, Business or Communications/Public Relations)**
- Previous experience in marketing, fund development, communications, special events or a combination of the above.
- Computer skills in all Microsoft Office programs (Excel, Word, Publisher, Outlook, etc.). An understanding of Adobe Creative Suite or related design programs is also an asset.
- Excellent verbal and written communications skills, with keen eye for detail and consistency.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently and take initiative with little supervision.
- Excellent interpersonal skills.
- A Class 5 license and ownership of a vehicle is a necessity. (mileage is reimbursed)
- The successful applicant must complete a criminal record and child intervention record check.

Deadline to apply: Friday, April 16, 2010 at 4 p.m.

Only successful candidates will be contacted for an interview.

Submit resumes and cover letter to:

Emma MacIsaac, Manager, Fund Development

845 McDougall Road NE

Calgary, Alberta T2E 5A5

Fax: 283-4393

Email: emacisaac@childrencottage.ab.ca