



## 2023 Summer Job Posting

**Job Title:** JCAN Administrative Assistant

**Number of positions required:** 1

**Number of weeks:** 8 (May 8-July 03, 2023)

**Remuneration:** \$15.50 per hour for 35 hours per week

JCAN is a not-for-profit charitable organization dedicated to improving healthcare in impoverished communities in Canada and Jamaica. JCAN is seeking an assertive summer Intern to support the fundraising efforts of the organization. Reporting directly to the Executive Director (ED), the administrative assistant will work collaboratively with the executive leadership team to increase revenue to support the ongoing mission and values of the organization.

### Key Responsibilities:

- Takes initiative to seek and build relationships with members, potential funders including individual community donors
- Generates new ideas and opportunities to increase fundraising and funding development
- Researches and follows-up with potential donors and foundations to identify and evaluate potential funding sources
- Uses various marketing strategies to raise awareness of the mission of JCAN and process for donations
- Creates and maintains a donor database
- Be available for two in-person Fundraising events May 27 and June 17<sup>th</sup>
  - Other administrative duties as assigned

### Abilities and Skills:

- Strong written and verbal communication skills in English and ability to attend virtual/and or in person meetings
- Strong organizational skills, ability to work in a team and independently as required
- Outstanding customer service skills, strong experience with social media and website content
- Excellent computer skills in Word, Excel, PowerPoint, including data entry, and database skills

### Eligibility Criteria:

- Must be between 15 and 30 years of age at the start of employment
- Must be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Application Process:** Interested candidates may submit their cover letter and resume to:

[icanedirector@gmail.com](mailto:icanedirector@gmail.com)

**Application Deadline:** May 01, 2023. Only those candidates selected for an interview will be contacted. For more information on our latest news visit: [www.JCAN.LIFE](http://www.JCAN.LIFE)