

Job Title: Summer Intern
Start Date: July 2, 2024
End Date: August 28, 2024
Preferred Level of Education: Currently enrolled in Secondary or Post-secondary studies

Hourly Wage: \$16.79
Number of Weeks: 8
Number of Hours per Week: 30
Applicant contact: andrew@ccah.ca

Role Overview

- Develop skills related to project management, teamwork, leadership, and diversity and inclusion.
- Promote awareness, recruit high school attendees, and assist with leadership training sessions for the *CCAH – Youth Summer Leadership Program* in conjunction with Halton Regional Police Service.
- Prepare outreach material and manage email campaign and attendee database.
- Track Community Service hours earned by attendees and manage certificate production and distribution.
- Participate in production and execution of CCAH virtual events using the ZOOM platform.
- Assist with recruiting volunteers for CCAH summer initiatives and cultural events.
- Assist with CCAH Community Garden Program.
- Support other CCAH Summer initiatives as required.

Responsibilities

The Summer Intern will be required to:

- Service and communicate with a cross-section of clients for the *Summer Youth Leadership Program* including the Halton Regional Police Service, Sheridan College, Halton District School Board, Halton Catholic District School Board, dignitary guests, parents, and the student program applicants.
- Focus on teamwork as it relates to recruiting and supervising volunteers to assist with summer cultural events. Strong social media, email and telephone communication skills are required to support with social media outreach, email campaigns and telephone follow-up.
- Interact with *Youth Summer Leadership Program* attendees, parents, and partners; cultural event volunteers; and CCAH Board Members.
- Assist with volunteers and stakeholders to support summer cultural events including the Emancipation Day Picnic and CCAH Community Garden Program. The required communication will include managing a social media outreach program, email campaigns, as well as telephone call follow-ups.

Expected Development Outcomes

- The Summer Intern will develop their digital and communication skills when recruiting and interacting with partners and students applying to participate in the *Youth Summer Leadership Program* while assisting with recruiting and supervising volunteers for CCAH summer cultural events. The Summer Intern will use a variety of media platforms including ZOOM, Mailchimp, and Google Forms as well as MS Word, Excel and PowerPoint.

Closing Date

- Submit cover letter and resume to andrew@ccah.ca by **Friday, March 22, 2024**.