



United Way
City of Kawartha Lakes
Change starts here.

Community Event Promoter—summer student position

United Way for the City of Kawartha Lakes has been a consistent leader in providing training opportunities for students and volunteers.

The Community Events Promoter position is funded through Canada Summer Jobs-Service Canada. The successful candidate must sign and adhere to the United Way's confidentiality agreement and act with best practices in regard to work ethics and practices. He/she must exercise standard safety practices while on site and performing duties off-site for the United Way for the City of Kawartha Lakes. This position pays \$14.50/hour.

General Responsibilities

The incumbent will work with staff to:

- Assist with completing steps required to create a successful event in support of essential community programming
- Attend Farmers' Markets and other events to promote the United Way and its programs, especially community garden and food security initiatives
- Create opportunities to enhance the experience of visitors while supporting local community celebrations.
- Assist with recruiting sponsors, developing media plans and networking with local organizations.
- Create a social media marketing strategy for United Way's local events
- Assist with organizing, preparation for and implementation of events
- Collecting and archiving articles and information from past events

Please Note: Our hours during campaign event planning and meetings will require attendance outside of the traditional office hours of 8:30a.m to 4:30p.m. Due to the nature of the work, some weekend or evening work will be expected.

Skills

Well-developed interpersonal skills
Communication skills both verbal and written
Knowledge of Microsoft Office including Outlook

Core Competencies

Analytical Thinking:

Uses business knowledge and experience to solve routine problems. Asks questions to determine the sources of the problem; discusses possible solutions.

Communication Skills:

Communicates clearly and confidently both verbally and in writing to a variety of audiences. Demonstrates the ability to tailor information and delivery to suit the nature of the material, audience and situation.

Customer Orientation:

Strong focus on customer service. Regularly handles questions and provides friendly and courteous customer service.

Execution and Organizational Skills:

Organizes work and information in a well thought out manner to deliver on specific tasks to meet deadlines. Able to manage changing priorities effectively: and adjust workflow accordingly.

Team Work Skills:

Demonstrates an understanding of how the job contributes to the overall work of the United Way and helps other team members without being asked.

Criteria as laid out by the Canada Summer Jobs Agreement, “Participant” means an individual who:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) was registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, vocational or technical program;
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- (f) is legally entitled to work according to the relevant provincial/territorial legislation and regulations

Reports to:

The successful candidate will report to the Executive Director and the Community Investment Coordinator.

A valid driver’s license and access to a vehicle are considered assets to this position. Bilingualism is considered an asset.

Resumes must be received no later than noon on Tuesday, May 22, 2018. These must be e-mailed or hand delivered to:

Attention: Shantal Ingram – Community Investment Coordinator, 50 Mary St. W. Lindsay, ON

Email: communityinvestment@ckl.unitedway.ca

Cover letter should reference “Student Job Applicant – Community Event Promoter”.

We thank all candidates in advance and please note United Way will contact directly those selected for interviews.

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50 Mary Street West, Lindsay, ON K9V 2N6

705-878-5081 | fax : 705-878-0475

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