

POSITION DESCRIPTION

Communications and Social Enterprise Internship



Position Description:	Communications and Social Enterprise Research
Reports to:	Executive Director
Hours:	1 year contract - 35 hours per week
Start Date:	November 2018
End Date:	Nov 15, 2019

Summary: This is a one year internship.* The successful candidate will work closely with staff and volunteers to implement and build on the YWCA's Communications and Fund Development Strategy and develop the resources and communication materials to further the objectives of YWCA Muskoka. They will also provide administrative support and research for a newly formed social enterprise taskforce and assist in the developmental stages of a social enterprise for the YWCA.

Responsibilities:

- Deliverables for grant funded one year project focussing on communications and social entrepreneurship.
- Implementation of Communications and Fund Development Strategy
- Pro-actively share the stories and impact of YWCA Muskoka through relationship building, presentations, social media and digital marketing, and the annual report.
- Content creation and communication activities including newsletters, calendars, adcopy, blogposts.
- Research social enterprise best practices and policy as they related to rural community organizations and their clients.
- Analysis of challenges and opportunities for labour market inclusion for women in Muskoka
- Correspond with and for SE taskforce.
- Works in cooperation with staff and volunteers to improve member and client services.
- Project tracking, reporting, and evaluation as required
- Other duties as assigned

Qualifications:

***Must be under the age of 30 and must have graduated from a recognized post-secondary institution within the last 3 years. Cannot have previously participated in any federal or provincial internship program with pay for a period of six (6) months or more.**

Post-secondary education in communications, business, or relevant field

Excellent written, verbal and digital communication skills

Strong time management and organizational skills

Proven ability for taking initiative with action oriented results.

Motivated to conduct research with the aim of supporting a developing social enterprise.

Computer efficiency with Microsoft Office; GSuite; social media skills

Must have reliable transportation and valid G licence

Police Record Check

Please apply with a cover letter and resume by email to careers@ywcamuskoka.com before 4 pm on Monday, October 22nd, 2018.