



Position Title: Community Engagement Intern

Division: Thunder Bay Regional Health Sciences Foundation

Date: August 2019

Terms of Employment: Full Time 1 year contract. Days with mandatory weekends and evenings

Anticipated Start Date: September 2019

Location: Thunder Bay Regional Health Sciences Centre, Foundation Office

Purpose of Position

The Community Engagement Intern will work to build the current capacity of our Community Events Program, as well as, be the lead on current Community Events that run as part of the Special Events Department of Thunder Bay Regional Health Sciences Foundation. The position will liaison between the Foundation and the Community to manage needs of Community Events.

Part of this role will be attending the majority of Community Events, ensuring volunteer needs are met, leveraging current partnerships, recognizing community partners for their contribution and soliciting new events in support of the Health Sciences Foundation.

Scope

The Community Engagement Intern reports directly to the Manager, Special Events but also takes direction from the Special Events Officer.

Responsibilities

The responsibilities of the Community Engagement Intern include, but are not limited to the following:

- Maintain database with current and new community event partners and total raised.
- Meet with possible community event partners to discuss new events.
- Aid current community events in achieving their fundraising goals by providing support in the form of some administration, volunteers and other day to day needs.

- Work with other members of the Annual Giving and Communications program, specifically in Special Events to help their team led internal events as needed.
- Support the special event department. This may include but is not limited to: event administration, coordinating events, booking and supervising volunteers, data entry, in-kind sponsorship requests, prize pick-up and managing event records.
- Liaise with Foundation staff when appropriate.

Knowledge

The Community Engagement Intern must have a comprehensive knowledge of Microsoft Office and an eager willingness to learn Foundation-specific software. Experience coordinating special events, supervising volunteers and executing events an asset.

Skills

The Community Engagement Intern must be able to work quickly with attention to detail and with tight deadlines. Decision making, problem solving and critical thinking are essential to ensuring donor information and event specifics are recorded appropriately. There is significant use of memory and computer use in this position. The Community Engagement Intern must have above average listening skills and the ability to converse comfortably with a wide range of constituents of the Foundation. The Community Engagement Intern will work with little supervision, be dependable and trustworthy and extremely punctual.

Qualifications

The Community Engagement Intern will have completed some form of post secondary education, preferably in one of the following areas: Event Management, Marketing; Communications.

The Community Engagement Intern will have a valid Class G Driver's Licence and access daily to a reliable vehicle.

The Community Engagement Intern role is 1 year NOFHC Internship. Candidates must be university or college graduates who have graduated within the last three years from an accredited college or university. Candidates must be graduates of post-secondary degree or diploma programs. The position must provide the candidate with first time employment in their field of study. Candidates are only eligible to participate in the internship program one time. Candidates must be legally entitled to work in Canada.