



## YMCA of Cumberland Job Description

### Position Details

**Title:** Summer Student – Community Development Assistant

**Department:** Community Development

**Reports to:** Manager of Community Development

**Number of positions:** One

**Start Date:** June 13<sup>th</sup>, 2022 – August 26<sup>th</sup>, 2022

**Hours:** 30 hours per week

**Salary:** \$14.35/hour

**Languages:** English

**Qualifications:** enrolled and returning to post-secondary education relating to social sciences or business administration. First aid, criminal record check, child abuse registry check.

The Community Development Assistant will work with the team on a number of tasks with a focus on community centered programming, such as the Community Development Program. This program works with those at risk of or experiencing homelessness, living in poverty and people whose basic needs are not being met through other services. It also includes a trusteeship program and food access programs such as a once weekly Community Kitchen (drop-in meal service), community garden and a food gleaning initiative.

The student will assist staff in the development of reports and literature surrounding homelessness and housing in Cumberland County. The student will also work with the Manager of Fund Development to learn about grant research and writing and will collaborate on applying for relevant grants to help with the sustainability of our organization and the creation of new programs. Additional duties include client intake administration, best practice research, assistance with facilitating programs and communicating program and event information to both internal and external audiences.

**Personal Suitability:** Excellent oral communication, judgement, excellent written communication, initiative, effective interpersonal skills, team player, client focus, flexibility.

**Additional Skills:** Administrative and office activities, Research techniques, Food preparation

**Successful Criminal Record and Child Abuse Registry checks will be required upon hiring.**

To apply, please email your cover letter and resume to [community@cumberland.ymca.ca](mailto:community@cumberland.ymca.ca)

We appreciate all applications, however, only those selected for an interview will be contacted.

**Deadline for Applications: 5:00 p.m. Friday April 22<sup>nd</sup>, 2022.**

*The YMCA of Cumberland is an equal opportunity employer that values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.*