

Summer Jobs Students – we are hiring!
(OPEN – applications are accepted until Mar 20th, 2020)

The JRCC Furniture Depot's mission is to provide free furniture to those in need. We are looking for smart and diligent students to join our team in the summer. We offer a great work experience in a friendly environment. Joining forces with us, you will have an opportunity to help the community and assist families in need. You will also develop and sharpen your skill set in the job market.

Main duties:

- Assist in donor outreach (calls, emails, flyers)
- Assist in website SEO and translation to Russian
- Assist in social media aspects (blog, FB posts)

Additional duties:

- Assist in grant writing
 - Write application letters
 - Follow up with potential donors
 - Research new grants
- Assist in program evaluation
 - call clients/donors for survey
 - enter data to Excel, Sales Force
 - conduct content analysis
 - conduct statistical analyses

Requirements:

- Previous experience (school or work) in Google analytics, SEO, outreach – strong asset
- Computer orientation (Outlook, Office) – a must
- Fluent English (writing, speaking, reading) – a must
- Excellent ability to work independently with minimum supervision
- Eligible for Summer Jobs position – a must

Please send your resume and a short description why you are interested in the job to: Jrccfd.hr@jrcc.org