

## Summer Jobs Students (spring-summer 2021)

JRCC Cares is the arm of the Jewish Russian Community Centre that provides social services to those in need. Through a variety of different programs, including furniture donations, food bank services, and senior assistance, we support members of our community in establishing safe and healthy homes. We are looking for smart and responsible students to join our team in the summer. We offer an exceptional work experience in a friendly environment for students who are interested in social services, community outreach, and program evaluation. 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 social media aspects (blog, posts)
- Conduct survey phone calls (clients/donors)
- Review literature for policy planning (food bank, furniture bank)
- Research new grants and prospects
- Conduct statistical and qualitative analyses

### Additional duties:

- Assist in grant writing
- Write application letters
- Follow up with potential donors
- Assist in program evaluation
- Enter data to Excel, Sales Force

### Requirements:

- Previous experience (school or work) in research and community outreach – strong asset
- Computer orientation (Outlook, Office) – a must
- Fluent English (writing, speaking, reading) – a must
- Excellent ability to work independently with minimum supervision
- Eligibility for Summer Jobs position – a must
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Please send your resume and a short description why you are interested in the job to: [resume@jrcc.org](mailto:resume@jrcc.org)

No phone calls please.