



Job Title: Resource Assistant

Qualified candidates will be 15-30 years of age, attended school full time in past academic year, and returning to school full time this September.

The YES Shelter is enriched by the diversity of our client base and seeks staff that reflects this diversity. Specifically, please indicate if you identify as an individual with a disability, a visible minority, have indigenous ancestry, or are a newcomer to Canada; we welcome your application.

Full Time: 30 hours/week, 6 hours/day

Pay Range: \$14.00/hr

Duration: 7 weeks - Tuesday, May 22 – Monday July 9th, 2018)

Application Deadline: As soon as possible

Interview Date: May 8th, 2018

Duties

- Research opportunities for community development and fundraising
- Prepare funding applications and requests
- Assist board committees and YES administration with special events and outreach
- Work with board committees and ED to create organizational readiness for fundraising efforts, including planning strategies
- Assist in preparing & creating news releases, newsletters, feature stories
- Assist with ensuring fundraising data integrity
- Filing, organizing and other administrative duties as assigned

Qualifications

- Must have attended school in past academic year and be returning to school in fall 2017
- Must be between the ages of 15-30 years of age
- Compassionate, especially towards marginalized youth & families and persons experiencing homelessness
- Ability to build and maintain relationships using oral and written communication skills
- Strong self-organization skills, creativity, imagination and an entrepreneurial attitude towards fundraising
- Proactive attitude, enthusiasm & follow-through to carry out projects to conclusion
- Capability to work under pressure, on multiple projects, and meet deadlines
- Sensitivity to the needs of the agency, its clients, volunteers and donors
- Willingness to carry out a range of administrative tasks
- Fluency with marketing through social media, including WordPress and other outreach tools, an asset

- Must be able to provide a current police records check with vulnerable sectors search*, and sign a confidentiality agreement (*record does not need to be completely clear, but we must have assurance that there is no evident concern for client safety.)
- Suitable for college or university student enrolled in communications, marketing, business or liberal arts program.

Preferred Certifications

- Emergency First Aid/CPR
- WHMIS
- Safe Food Handlers
- Worker Health and Safety Awareness in 4 Steps
- AODA/Customer Service/Human Rights Code

Applications: Submit a resume and cover letter, with 3 references, outlining your qualifications and interest in the Resource Assistant position by **As soon as possible** to the attention of Selda Panchishin, Resource & Finance Coordinator. Please indicate in your cover letter your availability for an interview on **May 8th**.

Submission Method: Email applications, as a single PDF document to hr@yesshelter.ca

YES Shelter for Youth and Families appreciates all interest in our work. Only candidates selected for an interview will be contacted. All applications will be held in the strictest confidence.