



TEMAGAMI
COMMUNITY FOUNDATION

PO Box 338
Temagami, ON P0H 2H0
Telephone 705-569-3737
info@temagamicommunityfoundation.com
www.temagamicommunityfoundation.com

Temagami Community Foundation Summer Job Posting

Position: Community Information Consultant

Location: 6715 Hwy 11N, Temagami, ON

Duration: Summer Full-Time for 35 hours/week for 8 weeks (includes weekends)

Salary: \$14.00 per hour

Ages 15-30

Position Summary:

- Help organize and work at TCF Arts Camp
- Assist in the organization and delivery of all activities of the Foundation including Truck N Boat Lottery, Annual General Meeting, Community Fish Fry
- Update Social Media
- Maintain Donor Database and email/address database
- Assist with review and archiving of TCF files
- Walk-In Customers, phone calls, emails
- Participate in fundraising Pop-Up Ticket Sales around the community
- Other duties as assigned

Requirements:

- Vulnerable Sector Police Check
- Interpersonal and Client Service Skills
- Flexible, Adaptable, Versatile
- Leadership Skills
- Organizational Skills
- Ability to develop effective working relationships as part of a team
- Multi tasking in an ever-changing work environment
- Strong Computer Skills-word, excel, etc.

The positions will involve dealing with the public from the TCF office, and in other environments, clerical office work, carrying out tasks in support of TCF events, working with young children at the Arts Camp, adults and donors. Your conduct will reflect upon the TCF; appearance and professionalism must be a priority. You will be supervised by the TCF Administrator (Debbie Morrow).

Application Deadline: June 10, 2019- expected start date end of June.

Area of Search: Residents and Seasonal Residents of Temagami and Area and Bear Island Residents (Must be enrolled in Secondary or Post Secondary Educational Institution)

Application Process: Email: info@temagamicommunityfoundation.com

Mail: PO Box 338, Temagami, ON P0H 2H0

Drop Off: 6715 Hwy 11N, (north end-back door), Temagami (Train Station)