Summer Student Job Posting
Kids Can Fly 2021
FILE # 017880295 Canada Summer Jobs Program

Social Media, Event and Data Entry Support

Kids Can Fly, Early Child Development and Parenting Support is seeking an independent, self-starter with a passion for children's literacy and early learning to assist us with our Social Media and Marketing/Fundraising goals!

Job requirements

Languages

English

Education

College or University student, preferably studying Communications, Marketing, or Business

Specific Skills

Manage social media including Facebook, Instagram, Twitter and posting to our WORDPRESS website. Data entry and information transfer to/from Excel and database programs will be required, so a keen attention to detail is important.

Additional tasks to support the charities day to day work may be required at times which could include running errands, assisting with preparation for fundraising events or distributing items. The use of a car on occasion would be a benefit but is not required. Flexibility and Teamwork are a must!

You will be required to work unsupervised from your home office, so you will have proven time management ability and strong communication skills both verbal and written.

· Must have high attention to details

· Must have high level of accuracy and efficient data entry skills

· Inherently demonstrate a high level of integrity and trustworthiness

· Ability to effectively problem solve to find creative and beneficial solutions

· Be flexible and adaptable to changing priorities

· Receptive to feedback and coaching

Business Equipment and Computer Applications

The successful applicant will be responsible for providing their own home computer and reliable telephone line.

Additional Skills

Competent knowledge of Microsoft Office Suite including Excel and Word, experience in Word Press, CRM systems, and graphic design programs (ie Canva) would be an asset.

Area of Specialization

Social Media, Marketing; Business services

Transportation/Travel Information

Car needed occasionally for deliveries.

Work Conditions and Physical Capabilities

Attention to detail;

Personal Suitability

Flexibility; Excellent oral communication; Excellent written communication; Community-minded; Judgement; Reliability; Organized

Teleworking Information

Remote work available

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Students, Visible minorities, Youth**

This position is for 20 hours per week at a rate of $15 per hour, for 14 weeks starting May 31, 2021 through until September 3, 2021. We will work with the applicant to determine mutually beneficial work times. A weekly time sheet must be submitted.
Applicants must between 15 and 30 years of age and eligible to legally work in Canada
COVID 19 Safety protocols will be respected

Please apply by email to Sharon Brooks Executive, Director; info@kidscanfly.ca by May 24, 2021 We appreciate all applications but will only respond to those short listed.

Kids Can Fly, Early Child Development and Parenting Support is a registered charity, based in Brantford – Brant. #884476904 RR0001. We provide supports to children 0 – 6 and parents. Currently our programs are handled virtually, with the exception of mailing the Dolly Parton Imagination Library books. We rely on fundraising, grants, and donations for funding. www.kidscanfly.ca

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