

Location: United Way of Central & South Okanagan (Kelowna)

The United Way of the Central & South Okanagan/Similkameen is seeking a creative, dynamic person to fill the full-time position of **Resource Development Summer Associate**. The Resource Development Associate will assist with annual campaign and events that inspire and engage community members to build a strong, collaborative network of government, education, media, Aboriginal, cultural and not-for-profit and for-profit business organizations.

The mission of United Way is to improve lives and build community by engaging individuals and mobilizing collective action. United Way generates resources from the community (donations, time, volunteers, skills, knowledge and networks) and invests those resources to move people from poverty to possibility, build strong communities, and ensure kids reach their full potential.

This is a ten-week term position for a post-secondary, summer student. The typical work week is 30 hours at \$12.65 hourly. The position requires travel in the Central & South Okanagan and therefore the candidate must have access to their own vehicle.

Key Duties and Responsibilities:

This position will provide valuable and direct work experience and network connections for a student studying in the fields of either Business/Marketing, Event Planning, or Community Development.

- **Event planning:** Assist with tasks related to planning United Way events and partnering in community events including the Peachfest Parade, Canada Day, Days of Caring and Drive Thru Kickoff Breakfast in Penticton.
- **Annual Campaign Support:** Assist with communication and data entry in support of campaign initiatives. This can include project documentation, CRM (customer relationship management) and Donor relations.
- **Marketing and Communications:** Assist with the creation and implementation of a variety of promotional materials and media strategies to raise the profile of United Way. Manage Social media, website content and updates, and other communications such as monthly newsletter. Creation of media releases and website news stories.
- **Administrative Skills:** Managing information related to events and campaigns, responding to public inquiries, assisting with general office administration tasks and learning about the day to day running of the organization.

Qualifications:

- Interpersonal communication – ability to build relationships, communicate effectively, motivate others and transform inspiration into action.
- Organization and time-management skills – ability to prioritize competing tasks, plan and organize events, and accomplish goals within a fixed timeframe.
- Teamwork skills – the desire and ability to work collaboratively towards common goals with a variety of individuals from diverse backgrounds and work styles.
- Communication and presentation skills – producing professional documents and marketing materials, effectively presenting to and interacting with individuals and groups in a variety of settings and organizational

levels; experience with Wordpress a bonus. Must be proficient with Microsoft Office Suite including Excel and Publisher. Experience with social media platforms an asset.

- Passion and personal commitment to be a leader and help others and create positive community change.
- Class 5 driver's license.
- Successful completion of the Agency screening process, including criminal record check.

Applicants must be aged 19 to 30 years, and full-time students intending to return to their studies in the next school year.

We do encourage students from the South Okanagan to apply.

United Way embraces community diversity, and we welcome and encourage applicants from priority population groups (Aboriginal students, students with disabilities, and students from minority groups).

Please send resume and cover letter to:

Name: Marianne Dahl

E-mail: info@unitedwaycso.com

Closing Date: May 11, 2018

Start Date: May 28, 2018