



**Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre**

Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

I. JOB INFORMATION

Position Title:	GIK Intern – Gifts in Kind Program
Reports to:	Project Officer – GIK
Job Type:	12 weeks- short term contract, part-time (25 hours/week)
Training period:	May 25 st to June 11 th
Start date:	June 14 th , 2021
End date:	Sept 3 ^d , 2021
Wage:	\$18/hour
Reference #	2021-GK-01

II. PROGRAM SUMMARY: Professional Internship Program

As a participant of the Rideau-Rockcliffe Community Resource Center (RRCRC) Professional Internship Program, you will gain an enriching experience with our Gifts in Kind (GIK) program. You will be part of a cohort of 12 youth, aged between 18 and 29 years old, working on short-term contracts. During your term, you will receive pre-employment and professional online training and individual support via incubator13. By the end of your internship, you can expect to have a recognized professional experience and network.

III. JOB SUMMARY

The intern for this position is expected to support the GIK program. The gifts in kind (GIK) program is a platform/bridge between diverse donors and the non-profit sector for in-kind donations in Ottawa. This city-wide initiative allows companies, private donors, governmental agencies, and community organizations to provide various in-kind donations such as tickets to recreational and cultural events, surplus office supplies/equipment, furniture, new clothing, medical equipment and much more to more than 180 non-profit organizations. As an intern for this program, you are expected to support the GIK project officer.

IV. ELIGIBILITY CRITERIA

You can apply if you meet the following criteria to become a participant of the Youth Job Connection – CORE program hosted by the Youth Service Bureau:

- ✓ Be between the ages of 18 and 29 years old
- ✓ Be unemployed
- ✓ Be a resident of Ontario and eligible to work
- ✓ Not enrolled in full-time education or training
- ✓ Canadian citizen, permanent resident or a newcomer with a work permit (without restrictions)
- ✓ Not have an active service plan with another Employment Ontario service provider
- ✓ Provide a Police Check
- ✓ Have a registered Social Insurance Number (SIN)

V. PRIMARY DUTIES & RESPONSIBILITIES

A. Primary duties

Support GIK officer and replace him in his/her absence in the following areas:

- Identify methods, processes and tools to implement, sustain and grow the GIK social enterprise
- Produce an annual GIK Work Plan and deliver services as outlined in it
- Nurture existing partnerships with community agencies, GIK donors and GIK funders and seek out possibilities for new donor partnerships
- Communicate regularly with and link donors and community agencies for GIK donations
- Track donation and recipient agency information
- Solicit thank you letters from recipient agencies as part of donor recognition practices
- Maintain up-to-date GIK database and files and ensure that signed Terms of Agreement documents are on file for all participating agencies
- Track and analyze statistics and trends in the GIK Program and prepare a draft and final reports and presentations relating to the GIK Program
- Review and suggest improvements for all procedures of the GIK Program as appropriate

Additional Job Elements:

- Lift and move bags/boxes up to 44 pounds each
- Able to access all areas of the building (ascending and descending stairs, safely and without limitation)

B. Other duties

- Work closely with colleagues
- Reports regularly to supervisor
- Participate in meetings
- Other GIK tasks as assigned by the supervisor

VI. JOB REQUIREMENTS

1. Essential

- Post-secondary college or university certification in a relevant field
- Proficient with MS Office (Word, Excel, Outlook) and database management
- Excellent communication skills, including tact and diplomacy
- High levels of organization, initiative and flexibility
- Ability to multitask, set priorities and self-direct in tasks
- Knowledge of and commitment to community economic development (CED) principles
- Ability to develop and implement a business plan

2. Language

- English and French, written and spoken; the third language is an asset

VII. Apply

Please send your **resume, cover letter, mentioning the position title** by May 9th, 2021 at <https://form.jotform.com/203225270902243>. For any additional information, please send us an email to the attention of Camila Pastran (camila.pastran@crcrr.org). We thank all the candidates for their interest; however, only selected candidates for an interview will be contacted.