



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

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



## VOLUNTEER OPPORTUNITY

<b>Position Title:</b>	Business Development Intern - Social Harvest
<b>Commitment:</b>	Summer, part-time (up to 20 hours/week)
<b>Training period:</b>	First week
<b>Availability:</b>	Days
<b>Positions available:</b>	02
<b>Location:</b>	815 St. Laurent Blvd
<b>Starting date:</b>	<b>As soon as possible</b>
<b>In person and remote position</b>	

## ABOUT US

Social Harvest Ottawa is one of the Rideau-Rockcliffe Community Resource Centre's (RRCRC) social enterprises. The initiative aims to grow nutritious food and nourish connections to generate positive impacts in the community of Ward 13 and beyond. Under the supervision of the Social Harvest Project Officer, the Business Development volunteer will promote the Social Harvest Ottawa social enterprise, assist in the development of new product, build relationship with partners, and contribute to the sale of product.

In this position, you will contribute to the end of poverty and improve the food accessibility among our community at the same time that you gain valuable and recognized working experience the intern will gain skills in project management, sales, and entrepreneurship.

## POSITION DESCRIPTION

- Develop partnerships with potential retailers and customers in the community
- Provide excellent customer service
- Maintain accurate documentation of sales activities and finances
- Research areas of opportunity for growth in the market
- Assist with marketing campaigns and identifying audience segments

## REQUIREMENTS

- Post-secondary education in a field related to business
- Strong interest and basic experience in sales, customer service, and business
- Fluency in French and English
- Intermediate computer skills and experience with Microsoft Office Suite
- Strong interpersonal skills and communication abilities
- Ability and willingness to:
  - Be helpful, respectful, approachable and team-oriented (Collegiality)
  - Take ownership of work, do what is needed, follow through (Initiative)
  - Plan ahead, manage time well, be on time, be cost conscious, think of better ways to do things (Efficiency)

- Be receptive to feedback, be willing to learn, embrace continuous improvement (Coaching ability)

#### HOW TO APPLY:

- 1) Fill out our volunteer application form [here](#).
- 2) Send resume and letter of interest to [Social.Harvest@crr.org](mailto:Social.Harvest@crr.org).