



## The Temiskaming Foundation Strategic Initiatives Intern - Job Description

The Temiskaming Foundation is a local charity dedicated to improving our community. We do this by pooling the charitable gifts of donors to create endowment funds and using the investment income to make grants to local organizations.

Vital Signs is a community check-up conducted by community foundations across Canada that measures the vitality of our communities and identifies significant trends in a range of areas.

### **Purpose:**

The Strategic Initiatives Intern will be responsible for supporting the Executive Director in the ongoing Vital Signs process.

### **Key Responsibilities:**

The successful candidate will be responsible for:

- overseeing updates to the Vital Signs report (including research and design)
- coordinating the Vital Conversation process
- coordinating the promotion of Vital Signs and Vital Conversations in the community
- developing processes to integrate Vital Signs into the work of the foundation
- overseeing Vital Signs online content
- sourcing funding opportunities for future Vital Signs work

### **Skills & Knowledge:**

- Post-secondary level education in the communications, marketing and/or research fields would be an asset
- Demonstrated ability to work independently
- Excellent verbal & written communication skills
- Community awareness
- Event planning skills
- Fluency in English and French will be considered an asset

This is a full-time position (35hrs/week) with a flexible schedule, starting pay rate \$23/hr. It is intended that this position will become permanent. The office is located at 61 Whitewood Ave., New Liskeard. Please submit resumes until September 22, 2023 by email to: [tff@temiskamingfoundation.ca](mailto:tff@temiskamingfoundation.ca). Only those selected for an interview will be contacted.



**This Opportunity is Proudly Supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program.**

Eligibility requirements of the program can be found at:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>