

Summer Internship



ABOUT YES

YES (Youth Employment Services), a non-profit organization providing English-language employment and self-employment services is looking for a

SUMMER PROJECTS COORDINATOR (INTERNSHIP POSITION – 8 WEEKS)

YES is looking for a talented individual who enjoys working with the public, has excellent problem-solving and computer skills, is a hard worker and a self-starter and has a pleasant personality.

RESPONSIBILITIES WILL INCLUDE

- Provide administrative support with planning and logistics of annual initiatives –such as the 'Tune In To YES' annual fundraiser event including soliciting silent auction items
- Provide follow-up for the job postings
- Update the inventory of the resource library
- Research and update community listing tables
- Provide administrative support to the different departments as needed
- Research corporations and foundations to identify possible funding opportunities
- Replace the receptionist and provide support in the YES Centre to clients accessing job search, entrepreneurship and artist supports and services by advising them of the services available at YES and in the community and directing them to the appropriate services
- Other projects as assigned

REQUIREMENTS AND QUALIFICATIONS

The eligible candidate must:

- Be between 16 and 30 years of age at the start of employment;
- Be enrolled at a post-secondary institution as a full-time student (defined by the institution) in the Fall 2018 semester, and must intend to return to full time studies in September 2019;
- Must be willing to commit to the full duration of the work assignment and cannot have another full time job (over 30 hours) while employed at YES;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and;
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations;
- Be studying in the field of Business Administration or Marketing or related field;
- Have experience in event planning and fundraising events;
- Have experience in customer service and excellent people skills;
- Have excellent computer skills
- Be creative and have strong writing skills and be able to multitask and work in a team environment.

HOW TO APPLY:

Send your **cover letter** and résumé to the Director of Administration and Personnel at fa@yesmontreal.ca (résumé must be accompanied by a cover letter)

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