

## JOB POSTING DETAILS

<b>Employer</b>	Centre for Social Justice and Good Works (Centre for Social Justice and Good Works (Sweet Change))	<b>Job Type</b>	RI
<b>Job Title</b>	Community Development Intern - ACTION	<b>Duration</b>	Intern
<b>Job ID</b>	11397	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	September 7, 2021	<b>Closing Date</b>	September 20, 2021

### Job Overview - Description & Duties

The Centre for Social Justice and Good Works (the 'Centre') is running a chocolate company as a social enterprise, which is a part of a larger training program called ACTION SSM, in Sault Ste. Marie, Ontario. ACTION SSM teaches retail, wholesale, and life skills in an entrepreneurship setting by participating in the running and functioning of a social enterprise, a chocolate manufacturing company. The Centre is looking for a Community Development Intern - ACTION SSM to support this and other projects. This is a one-year contract position.

The Community Development Intern - ACTION SSM will be able to demonstrate strong communication and problem-solving skills. The successful applicant for this position will demonstrate the ability to take initiatives and complete tasks efficiently and effectively within a reasonable time period. The Intern must be able to multi-task and be able to work collaboratively in a team environment. The successful candidate will hold a degree or diploma in teaching, social work, business, marketing communications, community development, social services or a related field.

Daily responsibilities include (but are not limited to):

- Planning and coordination of weekly program delivery for 'ACTION SSM' and assist in the facilitation of the training program.
- Maintain administrative documents for 'ACTION SSM' (ie. attendance records, participant registration and information records).
- Research and develop new learning modules, activities and discussions and incorporate and implement them into the existing training program.
- Help integrate clients into chocolate production through training and support.
- Complete office administration tasks such as maintaining program expense excel sheets, expense claims, and other miscellaneous tasks that are essential to the day-to-day operations of the organization.
- Attend meetings with community partners and assist in further marketing and recruiting for participants and volunteers for 'ACTION SSM'.
- Increase the profile and awareness of the Centre for Social Justice and Good Works within the community through social media.
- Represent the Centre at events, workshops and/or Mill Market.

### Required Skills

The Community Development Intern must meet the requirements of the Northern Ontario Heritage Fund Internship program:

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

### Other Requirements

NA

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## How to Apply

Interested candidates should submit a cover letter and resume to 'centresjgw@gmail.com' by 20th September, 2021 at 5 pm. Please include a list of references with your application. The Centre is a non-profit organization that envisions an inclusive, welcoming community in which people are inspired, empowered, and supported to work together to transform society for the greater good through works of service and social justice.

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