



epic | empowering
opportunities | people in
community

Community Outcomes Assistant

A Canada Summer Jobs Grant initiative

Epic Opportunities is a vibrant, diverse workplace offering a wide range of opportunities for enthusiastic people who have the skills, experience and the character needed to help accomplish our vision, mission and values. We are looking for a summer student who is highly motivated, detail oriented and wanting an opportunity to make a difference and gain experience.

The successful applicant, in the role of **Community Outcomes Assistant**, will contribute to our fundraising initiatives to the extent of what can be accomplished at this stage of the planning, tasks include and may not be limited to:

- Communicate details of the event to stakeholders for the purpose of requesting prize donation support
- Contact potential donors for the donations (cash and prizes) - this may include families, vendors, past donors, business contacts, etc.
- Assist with corporate sponsor contacts as needed.
- Setting a process for monitoring donor responses and contributions.
- Organize and prepare for gathering of prizes.
- Develop lists for volunteer assignments as it relates to prize pick-ups and the organization of the prize auctions.
- Research and write grant proposals to help facilitate Epic Opportunities fundraising endeavors.

The successful applicant will also assist the HR department with various projects. Projects include and may not be limited to:

- Develop a plan and organizing/preparing the details for the 2019 Disability Support Professionals recognition week (taking place in September).
- Organize/prepare the details for 2019 Service Award presentation
- Assist with the tracking and processing of the internal/external recruitment systems and screening of potential applicants.
- Assist with other HR initiatives as time permits.

Additional Information:

- The position is 35 hours per week.
- Wage \$16.50 hourly.
- Anticipated start date, June 17, 2019 for a duration of 12 weeks. Start date will depend upon the receipt of the Criminal Record Check and other related checks.

The successful applicant for this position must meet the following Canada Summer Jobs Grant requirements:

- Must be between 15- 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident , or a person whom refugee protection has been confirmed under the Immigrant and Refugee Protection Act.
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Other qualifications and requirements:

- Area of studies which will be an asset; Human Resource Management, Fundraising/Project Management, Human Services , or Community Development.
- Demonstrated commitment to the vision, mission, values and policies of Epic Opportunities.
- Ability to manage several projects at a time, be organized and carry out priorities in a fast-paced environment while working independently or in a team setting.
- The ability to listen, understand, problem solve and respond.
- Excellent interpersonal and communication skills.
- Be a self-starter who is resourceful, creative and imaginative.
- Ability to read and write correspondence in English.
- Grant writing experience an asset.
- Commitment to excellence.
- A current Manitoba Driver's licence and use of personal vehicle (required).

As with all of our positions the successful applicant will be asked to provide an original Criminal Record Check with Vulnerable Sector Search (VSS), an original Child Abuse Registry Check and an original Adult Abuse Registry Check at their own expense prior to employment.

If you would like to become a part of the Epic Opportunities team for the summer, send your resume with cover letter, outlining how you meet the qualifications and requirements by **May 23, 2019.**

Attention: Human Resources
200-1600 Ness Ave.
Winnipeg, MB R3J 3W7
Fax (204) 560-2829 or
Email: careers@epicmb.ca

We thank all applicants in advance but only those invited for interviews will be contacted.