

**Administrative and Marketing Assistant- Summer**

**Job Opportunity**

**Who we are:**

iHuman Youth Society (“iHuman”) is a non-profit organization whose mission is to serve marginalized youth, promoting their inclusion in the community through crisis intervention, arts, mentorship, and life skills development programming.

iHuman embraces everyone. From cultivating a culture where all employees can bring their best selves to work to deploying diverse initiatives that support our youth, we’re doing what it takes to build a more equitable workplace and world.

**What we can offer you:**

Working at iHuman, you will work in a creative work environment to impact vulnerable and marginalized youth positively. We work within the values listed on our website: <https://ihuman.org/careers>

**About the Role:**

We are hiring an Administrative and Marketing Assistant Summer role. Working with the iHuman team, the Administrative and Marketing Assistant will assist with the implementation of fundraising, marketing and communications plans, and administrative support. This summer role works 15 weeks, from 10 a.m. to 6 p.m., and occasionally hours outside of these hours.

**Eligibility for the role:**

This is a government-funded position that requires candidates to meet the following criteria:

* Between 15 and 30 years of age (inclusive) at the start of employment
* Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and refugee Protection Act
* Be legally entitled to work in Alberta and Canada

**What you would do:**

* Plan, coordinate, and support the execution of fundraising activities
* Maintain database information of organization’s current and potential donors and supporters
* Work effectively within the team to provide administrative and marketing support as required
* Some grant writing may be required
* Create print and digital media content including social media to promote iHuman activities and events
* Post content, and evaluate what content is engaging and performing well
* Monitor and respond to social media comments to increase engagement and represent the
* organization

**Qualifications:**

* Student in or graduate of a College, University or Institute program where curriculum includes

marketing, communications, public relations, administration, or other relevant topics

* Any related experience with organizational communications and marketing including social media
* Administrative experience would be an asset
* Proficiency with MS Office
* Excellent verbal and written communication skills
* High level of organization skills with attention to detail
* Energetic and able to contribute positively within a team environment
* Able to work in a dynamic environment, and keep calm during situations
* Obtain and have clear criminal record check including the vulnerable sector search and child intervention check

**Wage:** $19/hour

**To Apply:**

Please send a cover letter and resume in one document (Word doc or PDF) to the iHuman HR Consultant, at [violet@ihuman.org](mailto:violet@ihuman.org). Please include “Administrative and Marketing Assistant- Summer” in the subject line of the email. The position will remain open until a suitable candidate is found.

We appreciate your interest. Only candidates selected for an interview will be contacted.