

# Brant Community Foundation

## Office Administrative Assistant

### Canada Summer Jobs Position

Location: Brantford, ON

Salary: \$16.50 hourly for 30 hours per week

Post Secondary/Secondary Education

Seasonal Employment – Full Time

Canada Summer Jobs #4197798

Starting Date: As early as June 26, 2023

#### **Who We Are**

The Brant Community Foundation (BCF) is a registered charitable foundation, facilitator of local philanthropy, and grant-maker. Established in 1997, the Foundation's endowment assets have grown to \$22M and distributed grants have surpassed \$6.5M. Together with fundholders, donors, and sponsors, we support a wide range of charitable organizations providing vital services and programs to the communities of Brantford, Brant County, the Six Nations of the Grand River and the Mississaugas of the Credit First Nation.

#### **Job Description**

- Assist the team in researching best practices in social media marketing
  - This will develop digital skills and familiarity with social media marketing, digital systems, tools, and applications
- Assist and help draft guidelines for social media content for the Foundation's grant program including framework and visual identity
  - This will develop digital skills as well as communication skills by expressing the best outcomes for social media digital content
  - Teamwork is an essential part of this element. The student will interact with staff to determine the best resources to use and the decisions that will lead to the best use of available resources
- Assist with website projects through public content, proofreading, reorganizing historical content and other important web development tasks
- Assist in the 25<sup>th</sup> Anniversary celebration

- Perform outreach for Annual Report content, photos and permissions
- Arrange site visits with organizations that have received Foundation grants
- Review newsletter mailing list for completeness against database to verify complete entries and duplications; assist in outreach for permissions
  - Communications with team members is essential to relay findings of complete or duplicate digital entries
  - This will also use client service skills where the student will reach out to clients for permission to add to newsletter database and document the permissions. The student will be called upon to communicate efficiently and professionally with clients.
- Assist in segmenting the mailing list, helping to create a mailing list for charities and not-for-profits to ensure important updates can be sent on a timely basis for grant opportunities.
- Assist in records management project
- Create list of stakeholders that use social media and ensure the Foundation is linked to them through our social platforms
  - Digital skills in researching and linking to stakeholders through our social media
- Other: Student will need to work as a team, demonstrate initiative, and take responsibility for tasks that require multiple employees
  - In a small team, the student will have the opportunity to show initiative as they contribute to key elements of the Foundation's business plan through research and other initiatives.

### **Skills:**

- Excellent computer skills are required.
- The successful candidate will have practical experience with all aspects of Microsoft Office
- Advanced experience with Excel and PowerPoint
- Detail-oriented and able to work independently and with a team
- Effective oral and written communication skills
- A great team player

Our intention is to provide a quality experience for a youth at the Brant Community Foundation. They will be able to use their skills and gain new ones.

### **To Apply:**

Please send cover letter detailing your skills and experience along with a resume to: [info@brantcf.ca](mailto:info@brantcf.ca) by June 9th. For questions, call (519) 756-2499.