



OUTWARD BOUND CANADA

Position: Outreach & Research Summer Student Intern
(Paid Position)
Immediate Supervisor: Director of Alumni & Donor Engagement
Location: Toronto, ON
Start Date: June 2018

Since 1969, Outward Bound Canada has made it our mission to cultivate resilience, leadership, connections and compassion, through inspiring and challenging journeys of self-discovery in the natural world. A not-for-profit, charitable, educational organization, Outward Bound Canada has challenged over 150,000 Canadians to step out of their comfort zone with our unique outdoor adventures. We pride ourselves on offering transformational journeys that encourage participants to push beyond their limits and discover their true potential.

ABOUT THE POSITION

The Outreach & Research Summer Student Intern actively supports the duties upheld by the Philanthropy Department in the busy summer season. This position will play a key role in conducting preliminary research on prospective major donors. The role includes participating in regularly scheduled check-ins and National Office meetings.

DUTIES & RESPONSIBILITIES

- Outreach & Recruitment of students for our charitable programs
- Conducts preliminary research on prospective major donors for OBC's 50th anniversary campaign.
- Data collection and tracking
- Source new grant opportunities (in line with our operational and campaign goals/targets).

SKILLS & EXPERIENCE DESIRED

- Experience communicating with clients and potential clients through email and telephone communications.
- A helpful demeanour with superb customer service skills.
- Overall an organized individual who is task oriented and excellent with time management.
- Experience with reviewing and revising documents with attention to detail.
- A keen interest in outdoor pursuits is considered an asset.

COMPENSATION

\$15.00 per hour, 30 hours/week

READY TO APPLY?

This position is in collaboration with Canada Summer Jobs and eligibility criteria include:

- Between 15 and 30 years of age (inclusive) at the start of employment.
- Registered as a full-time student during the preceding academic year.
- Intends to return to school on a full-time basis during the next academic year.
- A student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program.
- A Canadian Citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee protection act.
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Please send Cover Letter and Resume to laura_hood@outwardbound.ca

Application Deadline: open until filled.

Outward Bound Canada is an equal opportunity employer. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. No phone calls please.