



**Pinnguaq Digital Skills for Youth Internship Program
Community Foundation of Kawartha Lakes
DIGITAL INTERN JOB DESCRIPTIONS**

Contract dates: October 25, 2021 – March 25, 2022

Two Digital Intern positions outlined below are based online and expected to work from home. Hours will be flexible in most instances, based on a 35-hour work week, working remotely with online supervision and guidance from Foundation Coordinator as directed by Board of Directors. Interns will have a weekly, or as required, call or Zoom meeting led by Foundation Coordinator and/or Board designate, where tasks or projects will be assigned, and progress can be monitored and reviewed. Placements to begin as soon as Monday October 25, or once hiring process is final. Contract will be completed by no later than March 31, 2022. Candidates must be ready to start ASAP.

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. The Community Foundation of Kawartha Lakes encourages applicants to break that statistic and apply. It is very rare for someone to meet 100% of the qualifications. The Community Foundation looks forward to a variety of applicants.

The Community Foundation of Kawartha Lakes is here to help create a meaningful and lasting change in our community. The Foundation is a reliable resource to connect you to the knowledge, opportunities and partners you need to make a difference in Kawartha Lakes. The Foundation's focus is on strengthening local philanthropic network by connecting people who care with the creation of lasting legacies that address gaps in local human services, public infrastructure, agriculture and community economic development. Together with its fundholders and partners, the Community Foundation supports and strengthens local initiatives making a difference and enhancing the quality of life in this community.

To be considered for one of these digital intern positions, please send letter of interest and CV via email to info@kawarthafoundation.ca. If selected, a zoom interview will be arranged with members of the Community Foundation of Kawartha Lakes Board. Positions are scheduled to start as soon as Monday October 25, 2021.

1) DIGITAL COMMUNICATIONS INTERN

Position Summary

Reporting to the Foundation Coordinator, the Digital Communications Intern will be tasked in creating, supporting and implementing an online presence for the Community Foundation through the website and social media channels as appropriate. This will require valuable digital skills in social media platforms, content creation and scheduling. Additional duties may be assigned as required individually or in collaboration with Data Management Intern. Training in complimentary software will be offered as required to fulfill expectations of this position.

Duties and Responsibilities

- To support the implementation, management and evaluation of the Community Foundation of Kawartha Lakes new online presence
- To liaise with CFKL board members to maximize donor, fundholder and supporter engagement and usage of subscribed platform(s)
- To create, prepare and post social media messaging through the Foundation and its fundholder news and information, sharing media, links and success stories
- To monitor fundholders', partners, and broader stakeholder community's social media posts to generate additional activity
- To gather analytics, to monitor activity and contribute to reports for funders, preparing monthly progress for Board of Directors review
- To collaborate as required to ensure efficiencies within the Foundation, with Data Management Intern, Foundation Coordinator and Board of Directors
- Additional duties may be assigned as required

Qualifications

University or college graduate, under 30, seeking employment through a valuable learning experience

Passionate about learning with an interest in community building, gaining knowledge of a not-for-profit Community Foundation and related digital skills

Self-motivated and curious

Excellent presentation skills, at ease and confident verbally and in the written word

Excellent communications skills, including writing for SEO optimization

Entrepreneurial attitude

Interest in digital communications, marketing and advertising

Knowledge of data management systems, including Foundation data, donors and documents

2) DATA MANAGEMENT INTERN

Position Summary

Reporting to the Foundation Coordinator, the Data Management Intern will be tasked in full immersion of the current donor management system in place through Canada Helps. This will require valuable digital skills in gaining insight on the multitude of functions available on the DMS, including donor data reporting, updates, donor engagement and communication tools available. Additional duties may be assigned as required individually or in collaboration with Digital Communications Intern. Training in complimentary software will be offered as required to fulfill expectations of this position.

Duties and Responsibilities

- To maximize the use of the DMS for the Foundation's benefit in donor communications and engagement
- To support the implementation, management and evaluation of the Community Foundation of Kawartha Lakes database management system
- To document and record all donation activity via Canada Helps and through offline mechanisms
- To liaise with CFKL board members to maximize donor, fundholder and supporter engagement through the Canada Helps platform
- To plan, create, prepare and release email and newsletter messaging through the DMS with support and guidance from Foundation Coordinator and Board designate
- To collaborate as required to ensure efficiencies within the Foundation's operations, with Digital Communications Intern, Foundation Coordinator and Board of Directors
- Additional duties may be assigned as required

Qualifications

University or college graduate, under 30, seeking employment through a valuable learning experience

Passionate about learning with an interest in community building, gaining knowledge of a not-for-profit Community Foundation and related digital skills

Self-motivated and curious

Excellent presentation skills, at ease and confident verbally and in the written word

Excellent communications skills, including the written word

Entrepreneurial attitude

Interest in digital communications, email and newsletter campaign design and delivery

Knowledge of data management systems, including Foundation data, donors and documents