

**GEORGE JEFFREY CHILDREN'S FOUNDATION
FEDNOR YOUTH INTERNSHIP
PUBLIC RELATIONS AND COMMUNICATIONS COORDINATOR**

Who Is Eligible Unemployed or underemployed youth (under the age of 30) who have graduated with a degree or diploma from a post-secondary institution within the last three years, are legally entitled to work in Canada, and have not been previously employed under a FedNor Youth Internship Funding Agreement, or other federal or provincial internship program with pay for a period of six (6) months or more. Candidates must have a valid Class G Driver's Licence and reliable transportation.

Terms of Employment and Salary This is a temporary full-time position, days (occasional evening work will be required). Hours are 30/week, paid at \$17.13/hour.

Major Responsibilities The intern will coordinate the development, creation and implementation of media strategies to support and promote George Jeffrey Children's Foundation (GJCF) projects, programs and events; write and edit communications; provide media support for major events and act as a spokesperson for the Foundation under the supervision of the Director of Development; assist in the development and implementation of communication plans and tools; build a resourceful network of people in the community that will help promote the mandate of GJCF; maintain the content and organization of the GJCF website; perform such other duties as will be required

Skills and Abilities

- Ability to communicate effectively and concisely, both orally and written
- Demonstrated organizational and analytical skills
- Strong interpersonal skills
- Ability to work independently and as a team member
- Must be proficient in word processing, spreadsheet software, and in the use of presentation software
- Experience with graphic design and website design would be an asset

Eligible and qualified candidates are invited to submit resume with covering letter by June 18, 2010 to the attention of:

Director of Development
George Jeffrey Children's Foundation
200 Brock Street East
Thunder Bay, ON P7E 0A2
Fax: (807) 623-7161 Email: macomuzzi@georgejeffrey.com

Only those candidates selected for an interview will be contacted. Please, no phone calls.

