



Employment Opportunity
Summer Student Position – Special Events Assistant
Closing Date: April 26, 2017

Wage and Timeline: **\$16/hr for 16 weeks (May 15 – September 1, 2017)**
Hours of Work: **35 hours/week, Monday – Friday 8:30a.m. – 4:30p.m. (1 hour lunch)**
Some evening/weekend work may be required

CMHA - Edmonton Region is a “go-to” non-profit organization that envisions mentally healthy people in caring communities. We increase awareness and understanding of mental health, mental illness, recovery and suicide prevention through education. We support resilience and recovery of people in distress and those affected by mental illness or suicide, by providing crisis intervention; safe, long-term and affordable housing; peer support, suicide grief and family support; advocacy and wayfinding; and meaningful volunteer opportunities.

Position Overview

The Special Events Assistant will be a key member of the Resource Development Team at Canadian Mental Health Association – Edmonton (CMHA). Reporting directly to the Resource Development Associate, the Special Events Assistant will be involved in a wide range of activities and be the main point of contact for the annual Mental Health Classic Fund Development Golf Tournament and general administrative and event duties.

Responsibilities

2017 Mental Health Classic Golf Tournament

- Solicit individual and team prizes for the 10th annual Golf Classic
- Organize and attend all Golf Committee meetings
- Develop press releases and social media posts to recruit/acknowledge sponsors and golfers
- Track sponsorships, registrations, and donations in Raiser’s Edge
- Communicate directly with golfers, sponsors and prize donors
- Arrange for sponsor and prize donor recognition
- Prepare tournament materials such as signage
- Prepare a Golf Tournament Manual (electronic) to capture all the event processes
- Assist in general administrative duties as required

Other Responsibilities

- Provide administrative and programming support
- Coordinate logistics associated with Resource Development
- Maintain and update documentation related to Resource Development
- Assist with coordination of other events as required
- Assist with administrative office tasks as required (i.e. mail-outs, filing, database entries, etc.)

Benefits of joining CMHA-Edmonton

- Opportunity to work with a team committed to making mental health matter
- Develop an understanding of the not-for-profit sector
- Develop skills in fund development and volunteer management
- Develop skills in marketing and communications
- Develop skills in special events planning
- Develop skills in administrative procedures
- Develop hospitality skills

Qualifications and Skills

- Returning to school in Fall 2017
- Completed one year post-secondary education
- Possess strong interpersonal, written and verbal skills
- Ability to work effectively in a team environment
- Possess strong organizational and time management skills
- Access to a vehicle would be an asset (Driver's License)
- Comfortable working in professional environment
- Experienced at working with a database and excel spreadsheets

*Must complete a Police Information Check

Submit **resume** and **cover letter** via email to:

Shannon Peacocke, Resource Development Associate
Canadian Mental Health Association – Edmonton Region
Email: speacocke@cmha-edmonton.ab.ca

Students applying must have been in school full-time within the last 12 months and be returning in the fall.

Application Deadline: April 26, 2017