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Santropol Roulant is hiring!

Community Event Planning Internship

Santropol Roulant is seeking a motivated and creative student to help us celebrate our community

Santropol Roulant uses food as a vehicle to break social isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

Every summer, we host an event to celebrate our vibrant intergenerational community. It is an opportunity to showcase our programs and services, offer workshops to our community on a variety of topics related to food security and sustainability, and open our doors to the neighbourhood.

The Community Event Planning Intern will work closely with the other members of the Event Planning Committee to organise and execute the community celebration. The successful candidate will have the opportunity to develop their skills in outreach, event organising, volunteer coordination, and collaboration with partners. Additionally, they will be able to participate in a range of activities related to organizational life (meeting facilitation, committee work, event organizing, etc).

With the support of the Event Planning Committee, take leadership in the following areas:

- Create a timeline for the organisation of the event and ensure all the tasks are moving forward smoothly
- Collaborate with borough officials to ensure that appropriate permits are acquired
- Coordinate volunteer participation in the event, with the support of the Volunteer Program Coordinator
- With the support of the Client Committee, ensure that our client-members are invited and that their needs are accommodated in the organisation of the event (e.g. food restrictions, seating, schedule, etc)
- Create online and offline promotional materials, with the support of a volunteer if needed (e.g. posters, graphics for social media, press release, etc.)
- Keep track of the budget for the event, reaching out to potential sponsors and partners for donations if necessary.
- Ensure that the core values of community engagement, accessibility, social inclusion and sustainable agriculture are present throughout the celebration.
- Throughout the internship, be present in the day-to-day workings of Santropol Roulant and ensure that all our volunteers, clients and other community members are connected and happy with our work.

We are looking for candidates with the following skills, experiences and interests:

- Passionate about intergenerational community building, sustainable development, social inclusion, accessibility, food security and a desire to inspire social change
- Experience organising events, or seeing a project through from beginning to end
- Strong written and verbal communication skills in English and French
- Comfortable speaking on the phone with media and municipal administrative staff, and using social media
- Comfort with working with deadlines
- Excellent interpersonal skills and a love for building meaningful relationships
- Organization, dynamism and creativity
- Ability to work independently and take initiative
- Asset: skills in design and a creative flair, and comfort using design tools such as Photoshop, InDesign, Gimp, etc.

****PLEASE NOTE** This is a Young Canada Works in Both Official Languages (YCWBL) contract. To be eligible you must be a full time student this year and be returning to full-time studies in September 2016; and you must be between 15 and 30 years old.**

This is a 4-day per week position from mid-May to early August, with the exact schedule to be determined in collaboration with the Director of Human Resources and the chosen candidate. The celebration will be held on **July 21st, 2016**, likely in the evening. It is a paid position with a wage of \$12.33 / hour for 30 hours/ week.

As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community. People of colour, those recently arrived from other countries, people with disabilities, women, two-spirited and queer people, trans people, and other candidates who experience marginalization are strongly encouraged to apply and to self-identify in their cover letter. Our primary office space is step-free and has an accessible washroom, but our second floor, rooftop garden and basement are not wheelchair accessible. **This position is particularly well suited for a person with reduced mobility.** Please contact Stephanie if you have any questions about the accessibility of our work area or your participation in an interview process.

To apply, please submit your **CV and Cover Letter** by email or in person to the Community Celebration Internship Hiring Committee at 111 Roy East or rh(at)santropolroulant.org by **Tuesday, March 29th at 9am**. Candidates will be contacted only if they are chosen for an interview. For more information, contact Stephanie at 514 284 9335, write to stephanie(at)santropolroulant.org, visit our [website](#) or come and meet us at the office.