



2020 Summer Job Posting

Job Title: JCAN Administrative Support Summer Intern

Number of positions required: 2

Number of weeks: 8

Remuneration: \$14 per hour for 35 hours per week

The Jamaican Canadian Association of Nurses (JCAN) is a not-for-profit charitable organization dedicated to improving healthcare in impoverished communities in Canada and Jamaica. JCAN is seeking assertive summer Interns to support the fundraising efforts of the organization. Reporting directly to the President of JCAN, the administrative Interns will work collaboratively with the executive leadership team to increase revenue to support the ongoing mission and values of the organization.

Key Responsibilities:

- Takes initiative to seek and build relationships with potential funders including individual community donors.
- Generates new ideas and opportunities to increase fundraising and funding development.
- Researches and follows-up with potential donors and foundations to identify and evaluate potential funding sources.
- Uses various marketing strategies to raise awareness of the mission of JCAN and process for donation.
- Creates and maintains a donor database.
- Other administrative duties as assigned.

Abilities and Skills:

- Strong written and verbal communication skills in English.
- Strong organizational skills.
- Outstanding customer service skills.
- Excellent computer skills including data entry and database skills

Eligibility Criteria:

- Must be between 15 and 30 years of age at the start of employment.
- Must be a Canadian citizen, permanent resident or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Must be have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application Process: Interested parties may submit their cover letter and CV to info@JCAN.me

Application Deadline: July 10, 2020

Only those candidates selected for an interview will be contacted.