



# ERDO

# Employment Opportunity\*

## ChildCARE Plus Administrative Assistant - 35 hours/week - \$17.50/hour

Established in 1983, ERDO is the humanitarian agency of the Pentecostal Assemblies of Canada. With over 30 years of development experience, ERDO serves children and their families in more than 30 developing countries through community development, crisis response and child sponsorship. We are also recognized by Charity Intelligence as one of the "Top 100 Rated Charities in Canada."

**We are looking for a qualifying youth to join our team in a paid summer position, commencing May 6, 2024 and ending August 23, 2024.** This position will be of interest to students currently studying the area of administration.

### Tasks & Responsibilities:

- Prepare and record child-related correspondence from both donors and sponsored children
- Assemble newsletter content from project partners for mailing to sponsors
- Enter child-related data into a database using Raiser's Edge
- Create child sponsorship profiles based on information provided by project staff
- Assist in editing photos and preparing biographical information for online sponsorship promotions
- Perform general administrative and research duties as assigned to support the marketing and communications work of ERDO's Resource Development department.

The student will be supervised and mentored by ERDO's ChildCARE Plus Manager. Through this experience the student will learn skills needed to prepare communication materials related to international development issues, with a particular focus on child poverty.

### Work Environment:

- This job takes place at ERDO's office in Mississauga, ON, in a pleasant work environment with free parking
- ERDO's office is located on the second floor and offers a barrier-free environment
- The successful candidate will be provided with a workspace and computer for the performance of their work

### Qualifying applicants:

This is a Canada Summer Jobs position. In accordance with the Canada Summer Jobs 2024 requirements, to be eligible you must:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*; and,
- 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.

To apply for this position, send your resume and a cover letter outlining how your qualifications fit with this role to [Summer1@erdo.ca](mailto:Summer1@erdo.ca) by **April 10, 2024**. Please include the title of this job in the subject line of your e-mail. **In your cover letter, please explain how your application aligns with ERDO's mission, vision and values.** We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls please.

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ERDO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please note that this position is contingent upon approval by the Canada Summer Jobs Program.

*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*