



Call For Applicants

Save the Mothers has job openings for summer students.

The following job positions are open this summer with Save the Mothers, in Ontario, Canada. Please forward to possible candidates.

Note criteria and timelines below.

All positions will be paid minimum wage from a government grant from Canada Summer Jobs. The positions are for eight weeks at 30 hours a week (with a few with more hours). Students must be returning to school (at the post-secondary level) full-time in September 2016.

There will be no holiday breaks except statutory holidays. These jobs require considerable independent work. You must also have access to your own computer with appropriate software programs and be able and willing to work from home, with limited supervision. Students hired must be available to attend meetings in person in the GTA.

Complete applications to Save the Mothers require a cover letter and resume sent to Dr. Jean Chamberlain Froese, Executive Director at: info@savethemothers.org as a single Word or Doc file. If you believe you would be a good candidate for more than one position, please indicate why in your cover letter. **DO NOT** send us multiple versions of your application for each position applied for. **Deadline for applications is Friday, May 27, 2015** or until all positions are filled.

When submitting your application, please include a cover letter telling us:

- why you would like to work with us
- what position or positions you are interested in
- what experience you have that would make you a good candidate for this work
- please include volunteer work as well as paid work
- your course of studies
- Please also include in your cover letter any knowledge you already have of Save the Mothers.

Position Descriptions:

Marketing Administrative Assistant

Assist the communications director, managing director, and executive director with the preparation of marketing and promotional materials for Save the Mothers. Assist with website revisions, video editing and production, preparing social media updates, print collateral materials and products.

Although a student from any undergraduate degree programme will have the critical thinking skills necessary to excel, preference will be given to students in business administration, communications, journalism, media, visual arts or computer studies. These fields will allow the student to communicate and work alongside the firms we use for design, web support, direct mail and promotional products.

Office Administrative Assistant

Assist the staff and volunteer team with office tasks related to donor cultivation, special events and fundraising activities. The position will provide a student with the opportunity to learn about not-for-profit management, administration and development.

Although a student from any undergraduate degree programme will have the critical thinking skills necessary to excel, preference will be given to students in business administration, international development, accounting. These fields will allow the student to communicate and work alongside the firms we use for accounting, online donations, direct mail and promotional products.