

Awesome IDEAS Intern! PAID POSITION

Calling all University graduates! If you're looking for a great career starter that allows you to live in Kenora for the next year, this opportunity is perfect for you!

CMHA Kenora is looking for an awesome intern to team up with our Fundraising and Prevention Coordinator. Together, your goal will be to strategize and implement fresh campaigns and events, which help support our programs and services. This full time, paid internship through NOHFC is a one-year contract in our Kenora office and requires the successful candidate to live in Northwestern Ontario.

WHAT YOU BRING

- A completed university degree (in the last 3 years)
- You have not yet begun your career job
- Computer literacy skills
- A positive attitude
- A collaborative team member
- Valid Driver's License
- Criminal Records Check
- Certification in CPR and First Aid, or willingness to obtain in timely manner

CONSIDERED AN ASSET

- Knowledge in mental health or mental illness
- Understanding of mental health difficulties
- Ability to work independently
- Marketing background
- Creative ideas
- Positive energy
- Desire to make a difference in the community

WHAT YOU'LL DO

We are in search of someone with fresh ideas who cares about making an impact on mental health! The position would include a variety of duties from event planning to marketing and content creation. You will work in partnership with the Fundraising and Prevention Coordinator of CMHA Kenora Branch to:

- Develop a fundraising and donor relations program for CMHA Kenora Branch
- Investigate suitable training programs to learn and enhance the skill-set required for fundraising in the non-profit sector
- Investigate fundraising and donor relations programs currently used in the non-profit sector locally, provincially, and nationally, and apply best practices to CMHA Kenora.
- Propose a comprehensive fundraising program which may include events, corporate sponsorships, individual donations both one time and ongoing, and an other approaches which seem appropriate

The NOHFC Intern is responsible to the Chief Executive Officer of CMHA Kenora Branch. This position reports directly to the Manager of Finance.

ADDITIONAL DUTIES

- Adhere to all policies of CMHA Kenora Branch
- Ensure confidentiality of all information related to CMHA Kenora Branch
- Ensure proper documentation as per the policies and procedures of CMHA Kenora Branch
- Participate in ongoing training, education, and application of new skills
- Participate on specific Committees, tasks, or work groups, as assigned by the Finance Manager and Chief Executive Officer
- Provide a safe environment by ensuring adherence to Workplace Health and Safety Regulations and Policies, Infection Control Guidelines, WHMIS, and Safe Work Procedures; including but not limited to Fire, Disaster, and Evacuation Plans
- Ensure client safety and client safety activities are emphasized
- Support an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of mental health services
- Responsible for self-care
- Other duties as assigned by the Finance Manager and Chief Executive Office

If you have the skills for this role, and fit the required criteria, we want to hear from you! Please include a cover letter explaining how your university degree would be an asset in this position, along with your resume and three references.

For more information, please visit www.cmhak.on.ca
Please submit resume by January 30th, 2023
Attention to: Hiring Committee
Canadian Mental Health Association, Kenora Branch
227 Second Street South, 2nd Floor
Kenora, Ontario P9N 1G1
Email: careers@cmhak.on.ca

The Canadian Mental Health Association, Kenora Branch welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.