



CESO is a leading economic development organization dedicated to sustainably reducing poverty and fostering economic growth in Canada and globally. Our Volunteer Advisors (VAs) are senior-level professionals and executives who are interested in sharing their knowledge and expertise in meaningful ways.

Summer Intern

Reporting to the Client Relations Manager, the Summer Intern will support the coordination and development of program initiatives for National Services, CESO Toronto Regional Office.

DUTIES & RESPONSIBILITIES

Logistics

- Supports program logistics for National Assignments
- Assists CESO staff with special projects and events

Program Development

- Carries out preliminary research on given topics in order to contribute to program growth
- Presents results of research to team members to assist with strategic program development
- Works on special projects as required

Office operations

- Supports daily operations for the National team
- Assists the National program with logistics, research and writing as required
- Supports the National team with the recruitment of Volunteer Advisors

KNOWLEDGE AND SKILL REQUIREMENTS

- Strong organizational and time-management skills
- Ability to listen, take direction and prioritize tasks
- Strong communication skills (oral and written)
- Knowledge of office management procedures and practices

EXPERIENCE AND QUALIFICATIONS

- Knowledge of international development and/or volunteer cooperation programs
- Knowledge of Aboriginal development organizations, agencies and commissions
- Experience in a non-profit organization is an asset

IMPORTANT: To be considered for this position, candidates must be registered with MIZIWE BIIK Aboriginal Employment and Training.

To apply, please forward your resume and cover letter with **Summer Intern** in the subject line to:
Jennifer Rovet, Recruitment Manager
jrovet@ceso-saco.com

Application deadline: March 30th, 2018

CESO is an equal opportunity employer.
We appreciate the interest of all applicants, but only those selected for an interview will be contacted.