



Vancouver Talmud Torah Association

Campaign Assistant – Summer Student Internship

Vancouver Talmud Torah is a traditional Jewish community day school dedicated to excellence in an engaging and respectful learning environment in which Jewish children can become proud, caring, responsible, and dedicated members of the Jewish people and Canadian society.

Description of projects and responsibilities:

- Research and documentation of a history of the school for marketing materials and display for upcoming gala in 2011
- Database maintenance and cleanup for newly converted database
- Creating a digital archive of alumni and historical materials
- Helping with preparing campaign packages/mailouts, merges
- Development of our organization's online presence through Wikipedia and other social media such as facebook
- General administrative support where necessary

The summer intern will be supervised by the Associate Director of Development and work with the VTT Development Office.

Qualifications:

- You possess excellent research and writing skills, with a strong attention to detail. You have demonstrated proficiency with Microsoft Office and Microsoft Excel, and are comfortable using technology to enhance your learning and work. Any prior experience working with communication-related products (websites, newsletters, articles, etc.) would be considered an asset to this role.
- You are a self-starter with the ability to think outside the box. You are able to deliver on your tasks in an effectively and timely manner, and are committed to following through on your objectives.
- You thrive in a dynamic environment, and possess the ability to work either collaboratively with others, or independently given the appropriate guidance and structure. You display strong interpersonal and communication skills. You continuously demonstrate a willingness to learn from your colleagues.
- Ideal candidate would have an academic background in Commerce, Arts, or Library Studies

Eligibility Criteria (as outlined by Canada Summer Jobs Program)

- Age 15 - 30 years
- Currently registered as a full-time student in secondary or post-secondary program
- Intending to return to school on a full-time basis during the next academic year
- Canadian Citizen or permanent resident

Duration: 35 hours/week until the end of August. Can start immediately.

Deadline for applications: Friday, June 3rd 2011 at 3pm

Please send cover letter and resume to the attention of Audrey Moss, Associate Director of Development to development@talmudtorah.com.

For further questions regarding this position, please call the **VTT Development Office 604.736.2694**.