

SUMMER STUDENTS 2018: SUPPLEMENTARY INFORMATION



CANADA SUMMER JOBS PROGRAM
MULTIFAITH HOUSING INITIATIVE | OTTAWA, ON

ACCOUNT RECONCILER & FUNDRAISING DATABASE ASSISTANT

NUMBER OF POSITIONS:

Two (2)

DEADLINE & APPLICATION INSTRUCTIONS:

The student must submit a resume and cover letter in PDF form no later than **Tuesday, June 19, 2018** to office.admin@multifaithhousing.ca. The resume and letter must clearly outline how the candidate meets the qualifications and personal suitability listed in the job description.

DUTIES:

The Account Reconciler & Fundraising Database Assistant will be responsible for:

- reconciling Multifaith Housing Initiative's bookkeeping records with the electronic donation records in Sumac, our new fundraising database
- working with Multifaith Housing Initiative staff to design and implement a monthly system/procedure for the administrator to reconcile the bookkeeping and financial records independently in the future
- working with the office administrator to make improvements to donor records in Sumac and developing standards/protocols to ensure database information is entered consistently and correctly in the future
- reconciling MHI's membership history in the Sumac database
- working collaboratively with MHI to assist the charity in its efforts to reduce homelessness in Ottawa and improve circumstances for the homeless population, including at-risk sub-demographics in the homeless/precariously housed population (such as veterans, new Canadians, LGBTQ2 populations etc.)

QUALIFICATIONS:

Academic qualifications:

The student will possess at least one year of education completed at post-secondary level in one or more of the following fields: accounting (preferred); computer science; information & communications technology; engineering and mathematics. This job requires strong accounting, information management, and technological skills and knowledge. First and foremost, we need a student who understands accounting and knows how to reconcile bookkeeping systems with other records. The student will not be able to perform his/her duties without an education in accounting or commensurate experience. While MHI will absolutely take responsibility for training the student on MHI's specific financial and record-keeping systems, a firm grounding in accounting is a necessity. For non-accounting majors: the student should have a minor in accounting, have taken at least one accounting course, or be able demonstrate commensurate

experience in the accounting field. Students who have studied financial auditing as part of their post-secondary education will be highly desired candidates.

Other qualifications:

- strong accounting skills
- experience with data processing and management systems
- excellent Excel skills
- other relevant experience will also be considered

PERSONAL SUITABILITY:

The student will possess:

- a commitment to MHI's mission and values
- a respect for an inclusive, multicultural, faith-based and volunteer-led organization
- a sensitivity toward vulnerable populations
- a positive attitude to support numerous projects and the work of multiple parties
- ability to work independently and take initiative
- ability to work well with others

NON-MANDATORY BUT DESIRABLE ASSETS:

- Bilingualism – knowledge of French and/or other language
- Some knowledge of affordable housing issues, especially in the Ottawa region

LEARNING OBJECTIVES:

The student will:

- develop teamwork, problem-solving, interpersonal, and decision-making skills
- improve their ability to trouble-shoot and work independently
- learn how to develop/improve financial and database infrastructure to assist the charity's operations for the long-term
- learn how to use a charity-specific database and record-keeping software
- apply his/her knowledge and skills learned in an academic environment to design/modify systems to assist a charity in meeting its long-term goal of reducing homelessness in Ottawa

GRAPHIC DESIGNER

NUMBER OF POSITIONS:

One (1)

DEADLINE & APPLICATION/PORTFOLIO INSTRUCTIONS:

The student must submit (a) a resume in PDF form, (b) a cover letter in PDF form, and (c) a link to a digital portfolio no later than **Tuesday, June 19, 2018** to office.admin@multifaithhousing.ca.

The resume and letter must clearly outline how the candidate meets the qualifications and personal suitabilities listed in the job description.

The digital portfolio may be as simple as a Dropbox or Google Drive link to a file containing a sampling of the applicant's work, or they may wish to submit a document on an external site. Please be advised that the committee evaluating the portfolio will not have access to Photoshop, Illustrator, or other proprietary specialty software, and the documents must be accessible on a computer with a simple image viewer and PDF viewer.

DUTIES:

Multifaith Housing Initiative needs a Graphic Designer to support the development of communications materials. At MHI, we have videography, photography, writing, and page design skills; however, what we lack is access to a graphic designer. The successful applicant will work with MHI to improve its online and hard-copy communications materials, and prepare the organization for its upcoming project (Veterans' House). In addition, the student will provide communications materials to help MHI tell a better story about its successful past projects; namely, The Haven, MHI's newest affordable-housing project located in Nepean.

The successful applicant will work with the MHI staff, who will support the student with photos and written material for the communications products. The applicant will also have input into the overall style of MHI's communications products. If the applicant wishes, he/she is encouraged to help produce photos and copy for the communications materials as well; however, the students' principal responsibilities will be to produce graphics. The successful applicant will also provide the MHI Office Administrator with a toolkit of graphics and templates, which will 1. allow the Administrator to create quality communications products by herself after the student's summer job is over, and 2. allow other graphic artists to modify the materials in the future, if/when MHI requires additional graphics materials in the years to come.

The successful applicant will create the following types of items for MHI:

- letterheads
- thank-you cards
- letter templates
- newsletter templates
- event posters
- website infographics

- PowerPoint templates
- report templates
- pamphlets & brochures
- info cards
- special reports for specific programs at MHI (eg: planned giving)
- creating a library of graphics for MHI's future communications efforts
- if the student possesses the skill: animated graphics for video
- social media graphics and banners (Twitter, Facebook, website, YouTube)

QUALIFICATIONS:

Academic qualifications:

This position is open to students who have completed Grade 10, at minimum. An academic background in graphic design is preferred. Student will be hired primarily on quality of portfolio. MHI will consider students who do not have formal graphic design training but will (a) have a strong portfolio and (b) have acquired their skills through other means.

Other qualifications:

- Experience using Photoshop/Illustrator skills or equivalent (please list all software in which you are proficient in cover letter)
- Ability to follow brand style guide to create products (letterheads, thank-you cards, and other products listed under the “duties” section)
- Ability to incorporate some products into Microsoft Word
- Experience using Social Media (YouTube, Twitter, Facebook)
- Experience using Canva (if you do not have experience, will require ability to learn)
- Experience using Weebly (if you not have experience, will require ability to learn)
- Ability to communicate well both verbally and in writing with different audiences

Materials:

We are aware that graphic designers are particular about the type of software and hardware they use to complete their work. Please indicate in your cover letter if you own a laptop computer and graphic design software (eg: Adobe Photoshop/InDesign/other programs) that you are willing to use for work. If the student does not possess these resources, or does not wish to use them for work, MHI must acquire software for the student/MHI prior to the summer employment term. MHI cannot guarantee that the student will receive his/her preferred hardware and software, but their preferences will be taken into consideration.

PERSONAL SUITABILITY:

The student will possess:

- a commitment to MHI’s mission and values

- a respect for an inclusive, multicultural, faith-based and volunteer-led organization
- a sensitivity toward vulnerable populations
- a positive attitude to support numerus projects and the work of multiple parties
- ability to work independently and take initiative
- ability to work well with others
- ability to accept feedback and constructive criticism

NON-MANDATORY BUT DESIRABLE ASSETS:

If applicable, please provide samples with portfolio:

- Writing
- Photography
- Video editing (please specify programs used)
- Gif creation (please specify programs used)
- Animated graphics creation (please specify programs used)

LEARNING OBJECTIVES:

The student will work with the Office Administrator/MHI to establish a work plan for the summer. This detailed plan must be realistic and consider the student's work pace, interests, and specific skills, as well as the priority, capacity, and needs of the organization.

During the term, the student will:

- develop his/her teamwork, time management, product management, and interpersonal skills
- diversify his/her portfolio
- learn how to help a nonprofit organization fulfill its mission through an effective communication strategy
- improve his/her ability to be a "self starter" and work independently
- develop an appreciation for, and understanding of, homelessness in Canada and the efforts of the nonprofit sector to reduce homelessness, specifically in Ottawa.