



**SAINT JOHN
COMMUNITY LOAN FUND**

The Saint John Community Loan Funds mandate is to improve social conditions, promote economic independence, and foster entrepreneurship in our community. We strive to fight poverty through an entrepreneurial lens. Our new location is in The Social Enterprise HUB located at 139 Prince Edward Street.

Job Title: Events and Marketing Officer

Application Deadline: June 1st, 2017 (Summer Student)

Position Description: Under the Supervision of the Collaborative Development Officer, the student will;

- Plan the second annual Hub Cup soccer tournament, hosted in the Waterloo Village, one of Saint John's priority neighborhoods. This tournament was created to involve the local community and raise funds for the Saint John Community Loan Fund.
- Conduct research on marketing best practices for non-profits and non-profit centers like the Social Enterprise Hub. From the research, you will create a plan for implementation. This will help better inform residents and the greater community as to what takes place at The Social Enterprise Hub.
- Help to organize small HUB/community events; BBQ, attend the Waterloo Village clean up, and engage HUB tenants.
- Assist the Collaborative Development Officer with other events or marketing related projects for the Saint John Community Loan Fund or Social Enterprise HUB.

Qualification Requirements:

- Must be returning to a Post-Secondary institution in the fall.
- Experience or interested in; organizing events, marketing and communication.
- Organized and creative.
- Ability to work independently with minimal supervision.
- Interest in sports and fundraising would be beneficial to the role.
- Enjoys working with the greater community.
- Comfortable asking questions and problem solving.
- Experience conducting research and formulating a report.
- Experience working within a budget and ordering items.
- Ability to create documents using Microsoft Word.

Cover letter and resume can be e-mailed to christina@loanfund.ca or dropped off at The Social Enterprise Hub, Suite 308.

❖ **Note:** Only those who are selected for an interview will be contacted.

Tel: (506)652-5601
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THE SOCIAL ENTERPRISE
HUB

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