



2 NOHFC Internship Positions Available
●Community Outreach and Marketing Intern
●Support Services Assistant Intern

Community Outreach and Marketing Job Description: Under the supervision of Hospice Northwest staff, the Intern will be responsible for developing and implementing new marketing and fundraising strategies which will assist Hospice Northwest in new outreach initiatives. This is a one year internship position.

Qualifications: Organized, self-motivated individual with a University degree or College diploma, specializing in either: Fundraising, Marketing, Advertising, Management for Non-Profits, Palliative Care

Support Services Assistant Description: Under the supervision of Hospice Northwest staff, the Intern will provide support to the Manager of Client and Volunteer Services, assisting with the human resources management of volunteers and administration of client data over a possible two year internship. Preference will be given to individuals intending to work towards the Certified Human Resources Leader (CHRL) designation during the internship period.

Qualifications: Organized, self-motivated individual with a University degree or College diploma, specializing in either: Human Resources Management, Healthcare Administration, Office Administration or a related field

Interns must be university or college graduates who have graduated within the last three years from an accredited college or university. The candidates must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study. The Intern will also possess:

- Exceptional oral, written and interpersonal communication skills
- Understanding of the organization and challenges of working within the non-profit sector
- Some volunteer management experience
- The ability to work cooperatively with others in a team environment
- Office administrative experience with proficiency in Microsoft Office programs

Application Deadline: by 4:30 PM on December 15, 2017. **Please send applications to:** Hospice Northwest, 63 Carrie Street, Thunder Bay, ON P7A 4J2
Fax: 626-5574, email: hospicenorthwest@tbaytel.net

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