

VOLUNTEER & EMPLOYEE GIVING SUMMER STUDENT – FULL TIME TERM

Reporting to the Manager, Employee Wellness and Workplace Accommodation, the Summer Student will be working with direction and support from Volunteer & Employee Giving Program staff to execute volunteer & employee giving opportunities within Liquor & Lotteries and in the community in addition to supporting various special projects and activities. Summer Students are expected to have a flexible work schedule with availability to work occasional evenings, weekends, and statutory holidays.

Duties:

- Assist with the organization and execution of employee engagement-related projects in support of activities associated with corporate and employee-driven efforts such as volunteerism, employee giving, and community support including leveraging sponsorships. Assist with administrative support as required such as day-to-day program duties.
- Inspire civic engagement and foster a caring corporate culture through employee community efforts.
- Assist with the Volunteer & Employee Giving Program promotional and awareness activities. Ideal candidate enjoys engaging with people within the workplace and in the community in a professional and presentable manner.
- Act as a corporate representative within our community partnerships and with our employees.
- Prepare and participate in event set-up and tear-down activities, including transport of event materials and equipment.
- Encourage a climate that supports diversity.
- Other duties as assigned.

Primary Qualifications:

- Minimum of 1 year completed education in a Post-Secondary Institution in Social Services Studies (i.e., Social Work, Human Ecology – Family Studies, etc.), Human Resources – recruitment/retention, Marketing, Communications, Sports Recreation, Volunteer Management, Non-Profit Management, Creative Communications, and/or Event Management/Coordination. Must be returning the following year.
- Must maintain a valid class 5 driver's license. Some medium physical activity is required (i.e., lifting boxes, equipment, walking and standing, etc.). Transport of event supplies to and from opportunities is required.
- Assess and use of a personal vehicle is an asset.
- Passionate, enthusiastic individual with a positive attitude, and exemplary customer service, to support and engage employees in their giving efforts to make an impact in Liquor & Lotteries and in the community. Active and ongoing volunteer and charitable efforts are an asset.
- Attention to detail and ability to work in a fast-paced environment with multiple activities on the go simultaneously. i.e., office-related tasks include periods of computer operations, concentration, analysis, and active listening, and when representing MBLL in the community a high degree of concentration, precision, and alertness is required. Confidence in solving complex problems and demonstrated ability to handle challenges reasonably and diplomatically is essential.
- Proficiency in Microsoft 365 (Word, Excel, PowerPoint, Teams, OneDrive, and Outlook) and various software mediums.
- Familiarity with graphics software and website content management systems (Adobe Photoshop, CANVA, etc.)
- Regular travel within Winnipeg and surrounding areas is required. Flexibility in the work schedule is required. Occasional travel outside of Winnipeg may be required.

Interested individuals should apply by submitting a current resume and application to:

Email: careers@mbll.ca

All applications are due by February 13, 2024.

We thank all interested applicants, however, only those selected for interviews will be contacted.