

Administrative Support Volunteer - Manitoba

The Canadian Youth Business Foundation (CYBF) is the 'go to' place for youth entrepreneurship. As a national charity, we are dedicated to growing our nation's economy one young entrepreneur at a time. We look at character not collateral, when providing youth, age 18-34, with pre-launch coaching, business resources, start-up financing and mentoring, to help them launch and sustain a successful entrepreneurial business.

Founded in 1996, CYBF has invested to date in more than 3,700 young entrepreneurs, whose businesses have created more than 17,100 new jobs, \$106 million in tax revenue and hundreds of millions of dollars in sales and export revenue. CYBF delivers its program coast to coast through a national network of more than 150 community partners and 3,300 volunteers including business mentors. Information about CYBF is available at www.cybf.ca.

The Opportunity:

CYBF is in search of a volunteer to assist the Director, Manitoba with administrative tasks, PowerPoint presentations, event planning, social media (i.e. twitter and Facebook) etc. Volunteering with the Canadian Youth Business Foundation will provide you with the opportunity for personal and professional growth, as well as fulfillment while contributing to an organization that has a positive impact on Canada's Youth, your community and to the Canadian economy.

The successful candidate will gain valuable working experience that will be transferable into any administrative field. You will gain practical understanding and knowledge of office concepts, business operations and procedures. The exposure to entrepreneur business plans, community events, marketing initiatives and a variety of administrative tasks will help to strengthen and develop the necessary skills to be successful in an office atmosphere.

The opportunity is for 2 days per week. Monday to Friday 9:00am to 5:00 pm. The successful volunteer will work with our Manitoba office to:

- Provide administrative support by assisting with typing, photocopying of materials and filing
- Facilitate and dispatch incoming and outgoing mail, courier and other shipments for the team
- Responsible for organizing and preparing departmental mailings
- Receive and respond appropriately to incoming telephone and e-mail inquiries, taking independent action where appropriate
- Assist with the planning and participation of community events
- Track and edit social media updates (Twitter or Facebook)
- Assist with the preparation of PowerPoint presentations

Qualifications

- Administrative, organizational and planning skills
- Effective verbal and written communication skills
- Strong computer skills including proficiency in Microsoft Office
- Highly organized
- Ability to work independently

- Flexibility in scheduling

If your skills and experience match the requirements of this position, please submit your cover letter and resume via to careers@cybf.ca by Monday, November 21, 2011 to:

Elyse LeBlanc

Canadian Youth Business Foundation
100 Adelaide Street West, Suite 1410
Toronto, Ontario M5H 1S3

We thank all applicants for their interest but only those receiving serious consideration will be contacted.