



2025 Summer Student – Community Liaison Worker

This position offers a mix of hands-on community engagement and practical administrative experience, ideal for a student interested in non-profit work, community development, administration, marketing and/or communications. The opportunity is funded through the federal government's [Canada Summer Job](#) (CSJ) program.

OUR IDEAL CANDIDATE

We're looking for a proactive self-starter who's highly organized and great at managing time. You're an excellent communicator—both in writing and in conversation—and you bring a positive, can-do attitude to everything you do. You enjoy working as part of a team but are equally comfortable taking initiative and working independently. You're tech-savvy, friendly, and people-oriented. Experience with administrative tasks, event planning, communications, or social media is a definite bonus—but not required. Most importantly, you're excited about community and eager to make a difference!

POSITION DETAILS

Location: This is a remote, work-from-home position based on the lower Sunshine Coast, with occasional in-person meetings and activities.

Eligibility: Applicants must reside on the lower Sunshine Coast.

Start date: Mid-June 2025

End date: Late August 2025

Hours: 30 hours per week

Schedule: Some flexibility available

Hourly Rate: \$20/hour

Education: Post-secondary education (college or university level) preferred.

Transportation: Access to your own transportation is an asset.

Technology & Tools: We'll provide a laptop and printer. You'll need to be comfortable using tools like Microsoft Office Suite, Canva, Meta (Facebook & Instagram), Google Workspace, and more.

CSJ QUALIFICATIONS

To apply for this job, you must be:

- Be aged between 15 and 30 years old on the start date of the job.
- Have a valid Social Insurance Number (SIN).
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.
- International students and other temporary residents of Canada are not eligible.

RESPONSIBILITIES

Event Support

- Assist in planning, organizing, and executing community events, workshops, donor gatherings, and fundraising activities.
- Help with event promotion, including creating and distributing materials.

Communications

- Assist with managing social media accounts.
- Assist with designing promotional materials, such as posters, flyers, graphics, and informational brochures.
- Contribute to storytelling initiatives by capturing photos, videos, interviews, testimonials, and stories.
- Assist in writing newsletters, website posts, press releases, etc. to share foundation updates and community impact stories.

Community Outreach

- Support efforts to build relationships with community partners, donors, fund holders, volunteers, and other stakeholders.
- Gather feedback and input from community members to inform future initiatives.

Administration

- Organize and maintain files and records - both paper and electronic.
- Prepare agendas, assist with minutes, distribute follow-up materials and create action-item lists.
- Assist with scheduling and booking meeting spaces.
- Help compile reports on engagement, event attendance, and other metrics.
- Conduct research on community needs or potential grant opportunities.
- Work on specific initiatives or campaigns as assigned.

HOW TO APPLY

Application Requirements:

Please send your resume and cover letter to community@sunshinecoastfoundation.org.

Application Deadline:

Friday, May 9 at 5 PM local time.