

## **Communication and Development Intern**

Job Type: Internship

Compensation: Unpaid

Duration: Full-Time 4 months (Jan.-Apr.) or Part-Time / blend of remote and office location

## **What is Family Mediation and Resource Centre (FMRC)**

### ***Our Mission:***

- Empower families to amicably resolve disputes outside of Court and establish long-term coping skills
- Provide low and middle-income families who are experiencing divorce, separation or other potentially difficult life transitions with free and therefore equal access to conflict resolution alternatives
- Establish a collaborative and ongoing link between families, dispute resolution professionals and community resources
- Develop a culturally safe and inclusive environment and provide ongoing educational workshops aimed at promoting a greater understanding of family conflict, children's best interests and alternatives to litigation

### ***Our Vision:***

- Establish community-based family dispute resolution mechanisms and promote settling matters outside of court
- Provide affordable family mediation services within our community
- Raise awareness of available out-of-court family dispute resolution processes
- Provide equal and fair access to justice to our community members
- Educate and create better options for those individuals transitioning through separation or divorce
- Provide problem-solving services and solutions for separating and divorcing families

## **Job Description**

FMRC is seeking a dedicated Communication and Development Intern who will work closely with our Founder and be responsible for identifying, writing and applying for public and private grant and corporate sponsorship opportunities. Additionally, the Intern will assist with various developmental tasks such as event preparation, creating flyers for and assisting with fundraising events, and being active on social media.

Working under the guidance of the Founder, the Intern will have the following **duties and responsibilities:**

- Research and strategize funding opportunities
- Serve as ongoing point of contact for event participants before and after event days
- Assist and coordinate program delivery
- Assist in generating key marketing messaging and sponsorship plans for various events
- Prepare grant proposals and grant applications
- Develop social media marketing, recruitment, and event updates for events including Facebook updates, tweets, and blog posts
- Attend meetings and assist with other administrative duties as required

### **Qualifications**

- Exceptional writer, researcher and collaborator
- A high level of organization and time management.
- Fluency in MS WORD, Excel and Google Drive
- Possess a curiosity and enthusiasm for researching and creating stories that communicate the story of FMRC
- Self-starter, creative and exceptional relationship cultivator
- Great planner and communicator
- Trustworthy and responsible individual capable of effectively representing FMRC and its vision
- May be completed as part of a post-secondary course credit; please inquire within your institution

### **To Apply**

Please submit your cover letter and resume via email at [info@fmrcentre.ca](mailto:info@fmrcentre.ca). We thank all applicants and only those whose applications are being considered will be contacted. No phone calls please.