



FOR IMMEDIATE RELEASE: May 9, 2016

JOB POSTING FOR SUMMER STUDENT POSITION: Grants Assistant at The Guelph Community Foundation

(2016 Summer seasonal position. Funded under Service Canada, Summer Job Program)

We are currently looking for a SUMMER STUDENT GRANTS ASSISTANT

The Grants Assistant will help with The Guelph Community Foundation's 2016 Community Grants Program and The Community Foundation's of Canada's Community Fund for Canada's 150th matching grants program. This will include:

- Assisting community organizations with their grant submissions
- Updating database (Income Manager) and preparing reports in Excel for our Grant Committee's review.
- Process grant evaluations from our 2015 Community Grants Programs.

The ideal candidate for this position will:

- Have strong computer skills in Microsoft Word and Excel.
- Possess strong administrative, analytical and organizational skills.

This is a **summer student position**, based on 35 hours per week (approximately 8 weeks).

Please submit a cover letter and resume by Tuesday, May 17, 2016 to: admin@guelphcf.ca

The Guelph Community Foundation is a charitable public foundation whose purpose is to provide leadership in promoting community philanthropy and enhance the quality of life for the citizens of Guelph and surrounding communities. The Foundation pools the charitable gifts of many donors into permanent, income-earning endowments. Income from the endowments supports a wide range of charitable programs and activities.

The Guelph Community Foundation
46 Cork Street East, Guelph ON N1H 2W8
519.821.9216 www.guelphcf.ca