



COMMUNITY FOUNDATIONS
OF CANADA

FONDATIONS
COMMUNAUTAIRES
DU CANADA

Internship Program
Program Details
Spring 2010

Overview

As the membership association for Canada's network of 173 community foundations, Community Foundations of Canada (CFC) is one of the largest supporters of Canadian communities, providing \$169 million in support of local priorities and organizations in 2008. The internship program at the Ottawa office of CFC aims to strengthen the work of community foundations in Canada and prepare internship participants to play a leadership role in community and non-profit (NGO) institutions at regional, national, and global levels. Involvement in this internship will also provide opportunities for networking with community foundations leaders, foundation researchers, and practitioners at all levels of community philanthropy. The internship participant will be highly engaged at various levels of CFC's work, including community foundation leadership initiatives, current issues in community philanthropy, international networking among community foundations, and research in endowment building and investment alternatives. The internship participant will be involved with staff members who specialize in marketing, strategic planning, programming, administration, and research.

Candidate Eligibility - At the time of application, applicants must:

- Be enrolled in or graduated from a college or university level program
- Demonstrate excellence in writing and speaking skills
- Have substantial community service or experience in the non-profit sector
- Advanced multi-language skills and research experience are an advantage

Program Dates:

Application deadline: February 26, 2010

Internship program – March 1 – May 28, 2010

Time Commitment

Internship participants will develop a schedule with the Internship Coordinator (Allyson Reaves) that meets the requirement of his or her academic program. Generally, he or she will create a schedule that is aligned with CFC office hours.

Project Outline

The internship participant will work with four appointed CFC staff members in the following project areas:

1. **Marketing:** Working under the leadership of the Director of Communications and Marketing and the Coordinator of Communications and Administration, the internship participant will manage CFC's new social media tools, create new opportunities for sharing information and resources, and communicate with CFC's 165 member community foundations.
2. **International Development:** He/she will provide support to the TCFN Program Manager to disseminate articles globally, correspond with community foundations in North America and Europe, and collect data about community foundation philanthropy in countries including Brazil, Uruguay, Ghana, and Kenya.
3. **Organizational Management:** With the guidance of the Director of Member Services, he/she will design a new framework for maintaining donor records, track member data in a new database system, and assist the department with a variety of significant organizational needs.

Internship Cost

There is no cost to participate in the CFC Internship program. All internship participants are expected to meet their own housing, transportation, and insurance needs.

A limited number of bursaries may be available to help offset transportation and relevant costs.

APPLICATION REQUIREMENTS

Applicants must submit ALL of the documents listed below by email or post by February 26, 2010. Applications missing any of the following required documents will not be considered.

1. **Completed application form**
2. **A Writing Sample (2-4 pages)**
3. **Two letters of personal or professional reference**
4. **Curriculum Vitae including:**
 - Full names
 - Diplomas and/or degrees acquired and/or are in progress (degree, date, institution)
 - Additional courses taken
 - Employment history

Submit application materials by email or post to:

Community Foundations of Canada
Attn: Allyson Reaves
75 Albert Street, Suite 301
Ottawa, Ontario, K1P 5E7
areaves@cfc-fcc.ca

Visit www.cfc-fcc.ca for details.