



# Right To Play

Look After Yourself, Look After One Another

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## Intern Fundraising and Events Canadian National Office

**Closing Date:** 7-Dec-09

**Department:** Canadian National Office

**Work location:** Canmore, AB (with frequent travel to Calgary)

### **ORGANIZATION PROFILE:**

Right To Play is the leading international humanitarian and development organization using the transformative power of sport and play to build essential skills in children and thereby drive social change in communities affected by war, poverty and disease. Right To Play creates a safe place for children to learn and fosters (the) hope that is essential for children to envision and realize a better future. Right To Play's mission is to improve the lives of children in some of the most disadvantaged areas of the world by using the power of sport and play for development, health and peace.

### **JOB SUMMARY:**

*This individual will assist with office management for Right To Play's Western Canada office. The individual will provide support to Right To Play's senior advisor for Western Canada. An organized, adaptable person is best suited to this position.*

### **RESPONSIBILITIES:**

#### **Responding to general email inquiries**

Managing general email requests – responding to queries where possible and forwarding emails to correct contacts where necessary.

#### **General office administration**

Assist where required with general office administration – answering general telephone inquiries, ordering office supplies, etc.

#### **Support of 3rd party fundraising events**

Assist members of the general public (within Western Canada) to organize third party fundraising events. Tasks would include distribution of promotional materials and timely follow-up with coordinators post-event.

#### **Event Planning**

Work closely with the Senior Advisor of Western Canada to plan and manage large scale events.

### **MINIMUM EXPERIENCE REQUIREMENTS:**

#### **Experience Level:**

Entry level – open to university graduates or those enrolled in co-op studies

Previous experience in an office setting is an asset

Must have had previous experience with public speaking



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## **CONTACTS/KEY RELATIONSHIPS:**

### **External:**

- Donors
- Various stakeholders
- Members of the general public
- Representatives of schools and universities

### **Internal:**

All members of the Canadian National Office

## **MINIMUM EDUCATION LEVEL:**

Undergraduate degree in Sport & Event Management, International Development, or related field

## **TECHNICAL SKILLS:**

Proficiency in Microsoft Office

Excellent interpersonal skills

Ability to liaise with members of the general public in a professional and courteous manner

## **LANGUAGE SKILLS:**

Speaking, reading, and writing fluency in English

**Salary:** Unpaid internship, part-time

**Employment Start Date:** Immediately

**Contract Duration:** To April 30, 2009

## **How To Apply:**

If you are interested in applying for this position, please send your resume and cover letter to:

[canada@righttoplay.com](mailto:canada@righttoplay.com) and kindly include the job title in the subject line. While we thank all applicants for their interest, only those selected for interviews will be contacted.



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## **Right To Play - Human Resources Philosophy**

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in some of the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.