

The Learning Disabilities Association of Sudbury is seeking a self-motivated, results oriented individual to fill the position of Business Development Liaison Intern to start on or before May 1, 2017.

Under the selection process, this one-year project is available to candidates who are Northern Ontario secondary school graduates of a post-secondary degree or diploma from an accredited university or college within the last three years.

Job Duties

The Business Development Liaison Intern will assist us with implementation of our new business plan and will incorporate local priorities into the Northern Ontario Centre for Learning Differences.

This project includes the following responsibilities:

- Meeting with stakeholders, reporting to board/committee members on the progress of the project;
- Initiating and contributing to fundraising, partnership and sustainability initiatives;
- Developing and implementing the business model for this small not-for-profit charity organization;
- Producing and documenting administrative, financial, organizational, and best business practices;
- Event planning and content development associated with strategic planning and community awareness, including writing and research on the business model;
- Supporting and strengthening the LDA presence in the community;
- Working with administrative staff and the LDAS Team to facilitate this project.

Qualifications

- Undergraduate Degree from a program in Business Administration, Communications, Commerce or Economics;
- Proven ability to work independently, with limited supervision in a team environment;
- Knowledge of business and strategic planning combined with an understanding of the non-profit sector;
- Strong interpersonal and communication skills, particularly in writing, researching and presenting;
- Demonstrated attributes associated with positive work ethic, organizational skills, and time management;
- Proficiency in the use of computers including software programs used in business planning and financials;
- Class G driver's licence with good driving record;
- Applications must be able to provide a clean vulnerable sector criminal record (CPIC) check.

The LDAS appreciates all applications, however only candidates selected for an interview will be contacted. As part of its commitment to Employment Equity, we encourage applications from qualified members of the four designated groups: women, aboriginal peoples, persons with disabilities, and visible minorities.

Please submit resume with covering letter indicating specific qualifications via email to info@ldasudbury.ca on or before April 10, 2017

This opportunity is proudly support by:



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