



## 2025 Summer Job Posting

<b>Job title:</b>	Member Services, Strategy & Operations Associate
<b>Reports to:</b>	Vice President, Strategy & Operations, and the Director, Western Region
<b>Location:</b>	Remote/Hybrid in GTA, Access to Internet Required
<b>Hours:</b>	31 hours/week
<b>Duration:</b>	9 Weeks starting May 1, 2025
<b>Hourly rate of pay:</b>	\$22.20
<b>Application deadline:</b>	Friday January 31, 2025

**\*All Associate positions are funded through the Canada Summer Jobs Program and will start pending approval from Employment and Social Development Canada (ESDC).**

### **About BGC Canada (formerly Boys and Girls Clubs of Canada)**

For 120+ years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 635 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at [bgccan.com](http://bgccan.com) and follow us on social media @BGCCAN.

### **About You**

You are an incredibly detail-oriented individual who enjoys organizing information, communicating information, and ensuring tasks are completed. You have a friendly demeanour and a positive attitude, take the initiative, and enjoy being helpful. You are excellent at multitasking, meeting deadlines, and collaborating with others. Ideally, you are tech-savvy and comfortable working on digital platforms and creating process documents. You are eager to learn more about nonprofits in a federated model. You align with BGC Canada's Core Values of Belonging, Respect, Encouragement and Support, Working Together, and Speaking Out.

### **About the Role**

- Support to the Members Services team with the national growth strategy; conducting research and development of tools to support members Clubs.
- Facilitate interviews with key community stakeholder from various communities across Canada, members Clubs and rural and remote northern communities.
- Participate in team meetings and share data and information.
- Support to the Strategy and Operations team as required.

### **Our Ideal Candidate**

- Currently enrolled in or recently completed a Human service, social work or community development related education program.
- Demonstrated experience in dealing with various key stakeholders, including members, colleagues, community partners from various communities across Canada
- Excellent organizational, analytical, and communication skills (written and verbal)
- Ability to search for, locate, extract, organize, evaluate and use information relevant to defined strategy outcomes
- Proficient with use of online methods of research including but not limited to statistics Canada.
- High-level proficiency in Microsoft Suite, experience with SharePoint considered an asset
- Fluency in French is considered an asset

### **Eligibility**

- Must be between 15 and 30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Satisfactory clearance under the Enhanced Police Information Check

### **How to Apply**

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please visit our candidate portal at

<https://bgccan.bizmerlin.net/jobboard> and click on the **Member Services, Strategy & Operations Associate** position.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse

backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.