



# Canadian Multifaith Federation

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## Multiculturalism Project Officer, Summer Job

### About the Organization

The Canadian Multifaith Federation (CMF) is a not-for-profit charitable organization representing a wide range of faith groups. CMF facilitates adequate and appropriate spiritual care and accommodation of religious rights in institutions & community-based agencies and programs.

### Position Summary

Canadian Multifaith Federation (CMF) is looking to fill two summer positions to develop products, from those who are students or graduates, in social science or humanities of a Canadian university. Each student will be assigned a separate project or work collaboratively in a team.

### Status

- Summer: 1 Position
- Start date: May 15, 2024
- Hours of work: 35 hours per week
- Duration: 8 weeks

### Objective

- Provide quality work experiences for youth
- Respond to national and local priorities for youth who face unique barriers
- Encourage youth in order to explore self, in a team environment
- Provide opportunities for youth to develop and improve their career goals

### What We're Looking For

- Must have exposure in developing a business product
- Strong analytical and problem-solving skills in product development
- Exposure to a product management role and/or writing product specifications is helpful
- Demonstrated capacity for developing and understanding strategy

### Qualifications

- Students or recent graduates, in social science or humanities of a Canadian university
- experience in a project management
- exposure to writing a white paper
- Experience with cold calling potential customers & clients
- customer service to gather data for product improvements

### Responsibilities

- Identify the gaps in the existing products for the clients and government services
- Conduct research related to quality of the product and its impact on customer satisfaction
- Contact the potential people or faith-groups for the identified goals
- Collect required data from the selected organizations, and populate in required format
- Create survey tools and conduct survey using web-based resources
- Systematically capture data from responses and generate the required output
- Summarize the activities and prepare bi-weekly written reports



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- Submit weekly time sheets with indicators of accomplishments

## Benefits

- Participants learn new transferable skills, such as team work, time management communication, motivation, and attention to detail
- CMF leadership will participate in this project and meets its civic responsibility

## Eligibility

- Be between 15 and 30 years of age at the start of the employment
- Enrolled in or recently completed a university program
- 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
- 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

NOTE: Foreign students are not eligible.

## Experience

At least three (3) months experience in business-related projects.

**Send Applications (with cover letter and resume; you are required to indicate your student status and age) to:**

Hiring Committee,  
Canadian Multifaith Federation,  
Fax: 416-422-4359 E-mail: [cmfsrc@cmfsrc.ca](mailto:cmfsrc@cmfsrc.ca)

Successful candidates, as a condition of job offer, would be required to provide three professional references and a police clearance certificate, prior to commencing this work.

Thank you in advance for your interest. Only those candidates selected for interviews will be contacted.