



SERVICE PRACTICUM OPPORTUNITY

Service Practicum placements involve volunteering as an experience of personal growth, vocational discernment, and community engagement. Placement types vary depending on student interest and program major. If the option below interests you, reach out to the contact person to begin the conversation (*denotes their preferred contact method).

Website: columbiabc.edu/experiential-learning

Experiential Learning Director: Jeff Peters – jeff.peters@columbiabc.edu

Service Practicum Assistant: Kelly Ens – kelly.ens@columbiabc.edu

ORGANIZATION: Seeds of Love and Hope International Society

CONTACT PERSON: Manuela Murphy Silva

***EMAIL:** missions@solahis.com

PHONE:

POSITION TITLE: Administrative Assistant and Marketing Support

JOB DESCRIPTION: SOLAHIS is looking for support with administrative tasks such as emails, event preparation (we have a fundraising gala in November), organizing storage, and office work.

Event preparation tasks may include:

- Attending event meeting
- Emailing donors
- Preparing donations (silent auction items, basket items)
- Setting up and taking down
- Shopping for event

Marketing tasks may include:

- Support with social media (making, editing and posting)
- Support with a building fund (helping create marketing materials for our new building campaign)
- Creating new creative content

Some experience with children is helpful, as well as initiative, willingness to learn and work as part of a team.

SKILLS REQUIRED: Detail Oriented

CRIMINAL RECORD

CHECK REQ'D: No

NOTES:

SERVICE LOCATION: Maple Ridge and Abbotsford

TRANSPORTATION: Student must have own transportation

DAY(S) OF THE

WEEK: Day is negotiable and/or may vary week to week

TIME FRAME: Flexible