



Fort Edmonton Foundation
Market Research Analyst - Summer Student

Application Deadline: May 9, 2022

Job Type: Temporary, Full-Time (35 hours per week)

Duration: 10 weeks (June to August 2022)

Wage: \$20/hr

Eligibility Requirements:

- Must be between the ages of 15 & 30.
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act who is legally entitled to work in Canada.

The Fort Edmonton Foundation is a charity in Edmonton that raises funds, with community support, to bring capital projects and other initiatives to Fort Edmonton Park.

We are seeking an ambitious, organized, and enthusiastic summer student to support the market research activities of our Foundation. Our office is located in Fort Edmonton Park and we are getting ready for an exciting summer season at Edmonton's living history museum in our beautiful river valley. This opportunity also includes an ability to work remotely as well as in the park.

Reporting to the Executive Director, the Market Research – Summer Student will support the Foundation's goal to continue building community philanthropic support for capital projects and initiatives within Fort Edmonton Park.

Tasks and Responsibilities:

- Identify trends in the non-profit sector as well as like minded agencies
- Research best opportunities for donations, grants, sponsorships and capital support from businesses, foundations and Governments.
- Analyze funder reports, unsuccessful funding applications, board relations, and community engagement
- Review administrative procedures and HR practices, and identify gaps and solutions
- Attend committee and team meetings as required
- Review and update reporting mechanisms
- Assist with research goals in all capacities of the organization.
- Create an organizational S.W.O.T. analysis
- Other duties as required

For further information about the Fort Edmonton Foundation, please visit www.supportfortedmonton.com

Please send your resume and cover letter to lori.farquharson@edmonton.ca by May 9, 2022.