



## Fundraising Administrative Assistant

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Canada Summer Jobs Program

### Job Description

The Fundraising Administrative Assistant will support the Manager of Marketing and Events with the administrative aspects of planning a large fundraiser. This is a great opportunity to advance your knowledge of non-profits and fundraising. Duties will include, but not be limited to:

- Working with the Manager to design a budget
- Developing advertising for the events
- Posting advertising on social media and the organization's website
- Researching venues or online platforms
- Creating and sending invitations, if needed
- Sourcing and organizing donations and prizes
- Training and organizing volunteers, if needed
- Other duties to ensure a successful fundraiser

Qualifications include experience or schooling in administration, advertising, marketing, workplace social media and/or fundraising. Those with previous non-profit experience are preferred.

This position is funded under the Canada Jobs Strategy. Applicants must be eligible under the criteria described in the program details. To be eligible, students must:

- Be between 15 and 30 years of age at the start of the employment
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act<sup>Footnote2</sup> 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

The position is for 8 weeks, 35 hours per week at a rate of \$15.60 per hour.