



JOB POSTING

FUNDRAISING ASSISTANT

CANADA SUMMER JOB

Better Living Charitable Foundation has an opening for the position of Fundraising Assistant. The successful candidate will assist in planning and implementing fundraising events for the organization. You will focus on increasing awareness of the organizational goals and objectives and assist in raising much needed funds for our organization.

This positions reports to: Special Events Coordinator

The Successful Candidate for this position must have the following qualifications:

1. Enrolled in a postgraduate degree or diploma program in Event Planning and/or Fundraising.
2. Working knowledge of social media platforms (Facebook, Instagram, etc.)
3. Working knowledge of MS Office (Word, Excel, Outlook and PowerPoint)
4. Successful completion of *Vulnerable Sector Screening* within one month of employment.

The Successful Candidate for this position must be able to:

1. Provide support to the Vice President, Philanthropy and Special Events Coordinator in tasks and duties
2. Prepare donor/ sponsor packages
3. Participate in the planning and development of special events and public awareness events
4. Assist in administrative duties and office support e.g.: direct mail distributions, maintaining files, scanning, printing, and preparing mailing list data, etc.
5. Researching and correlating data to identify potential supporters for upcoming events
6. Assist in creating content for social media platforms as it relates to fundraising activities
7. Attend community events to promote the organizational goals, objectives, build a relationship with possible donors, and encourage financial support
8. Assist in securing commitments from both individual and corporate sponsors/donors

To be eligible to participate in Canada Summer Jobs, Candidates Must:

- Be between 15 and 30 years of age at the beginning of the employment
- 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: This is a 16 week contract, working 35 hours per week.

SALARY: \$15 per hour.

LOCATION: 653 Queen St, Newmarket, ON L3Y 2J1

Please email or fax your cover letter and resume by **Friday May 6, 2022** to Human Resources

E-Mail: hr@betterlivinghealth.org

Fax: 416-510-1104

Better Living has established a mandatory vaccine policy. In order to be considered for an interview, candidates must demonstrate that they are fully vaccinated, are in the process of being vaccinated, or have a substantiated medical or religious reason why they cannot be vaccinated.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes. However, only those granted an interview will be contacted.