



JOB POSTING

Fund Development and Event Planning Assistant

Contract – Summer Student

Better Living Health and Community Services has an opening for a Fund Development and Event Planning Assistant. This position will assist in planning and organizing activities and encourage potential donors to attend community events with ongoing financial support.

This positions reports to: Director of Development

The Successful Candidate for this Position Must Have the Following Qualifications:

- Strong interpersonal and organizational skills
- Proficient in MS Office: Excel, Word and Powerpoint
- Effective written and verbal communication skills
- Be comfortable in working independently or in a team setting
- Ability to work in fast paced environment
- Currently enrolled or completed course work of Event planning and Fundraising

The Successful Candidate for this Position Must be able to:

- Participate in the planning of special events and public awareness events
- Prepare donor/Sponsor packages
- Handle general office administration which could including a direct mail distribution
- Prepare mailing list of data registry
- Provide support to the Director of Development
- Assist with social media to engage a wider audience.(i-e Facebook, Twitter, Website & blog)
- Encouraged to attend community events, to not only promote the organization but to encourage ongoing financial support
- Maintain confidentiality & compliance with the policies and procedures of the organization

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

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be registered as a full-time student in the preceding academic year;
- Intend to return to school on a full-time basis during the next academic year;
- Be a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigrant and Refugee Protection Act** and;
- Be legally entitled to work according to the relevant provincial/territorial legislation and regulations

****Foreign students are not eligible***

Note: This is an 8 week contract, working 30.5 hours per week

This position is located at Newmarket, ON

SALARY: \$14.00/hour

Please email or fax your resume to Human Resources.

Email: hr@betterlivinghealth.org

Fax: 416-510-1104

Please quote ***“Fund Development and Event Planning Assistant”*** on the email subject line.

Better Living is an equal opportunity 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. No phone calls, please. Thank you.