

Fundraising Event Assistant-Summer Student

Job description

Fundraising Event Assistant- Summer Student

Purpose

The Fundraising Event Assistant is responsible for providing support to the Events Coordinator in the development and execution of fundraising events.

Position type

Summer job-Part time position, 30 hours/week (Monday – Thursday)

Responsibilities

Working with the Fundraising Event team, the Fundraising Event Assistant will:

- Provide support to the Event Coordinator, as requested.
- Independently manage event dossiers as set by the Event Coordinator, including: Campaign Launch Breakfast, Family Fun day, Obstafun and other community events
- Design and develop small third-party fundraisers throughout the summer (using the list of previous partners as the starting point – swim-a-thons, etc.)
- Perform administrative tasks by managing registration lists, sponsorship and in-kind donation tracking
- Manage any silent auction and raffle items / lists / tickets / sheets etc.
- Assist with on-site event logistics: set-up, registration, customer relations and volunteer management
- Help manage design and production for printed materials, brochures, programs, signage and other marketing pieces
- Help with post-event related tasks
- Assist in the coordination of volunteers for selected events
- Maintain communication with event sponsors
- Design social media posts around our events
- Research new fundraising ideas (web based research on what other non-profits are doing to raise funds in innovating ways)

Qualifications

- Full-time student returning to studies in the Fall
- Ideal candidate will have some experience in event planning, volunteering with non-profits
- Ideal candidate is bilingual – French and English
- Candidate must be dynamic, work towards meeting deadlines, creative, and a team player

Please send your curriculum vitae and letter of motivation before Thursday, May 10th at partageaction@gmail.com.