



PLEASE POST IMMEDIATELY

Communications and Fundraising Assistant Summer Employment - Canada Summer Jobs 2021

Rose of Sharon is a charitable organization providing free support and educational services to prenatal and parenting young women under the age of 29 across York Region. Since 1985, we have given young mothers the opportunity to work towards their goals in a supportive, learning-centered environment while parenting their young children. With the generous support of our community, we can enhance the lives of young women and their families.

SUMMER EMPLOYMENT OPPORTUNITY:

- Funded through Canada Summer Jobs 2021
- Full-time/16 weeks: May 10 – August 27 2021 | 32 hours per week.

SALARY:

- \$16.25/hour + 4% vacation and Mandatory Employment Related Standard benefits

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Fund Development Manager and supported by the Donor Relations-Volunteer Coordinator, the Communications and Fundraising Assistant will assist the Fund Development Team with communications and fundraising activities that include developing/refreshing agency communication tools, graphic/web design, social media support, researching grant/funding opportunities, supporting fundraising and volunteer events, and assisting with administrative tasks related to fundraising, volunteers and community engagement. Tasks may include:

- Design, write, and refresh agency communication tools (new/existing, print/online)
- Support agency social media posts and help increase online presence
- Develop and prepare media materials for distribution
- Research potential funding opportunities (funders, donors, grants)
- Provide administrative support for the Fund Development Team – supporting fundraising, communications, donor, volunteer and community engagement.
- Support community outreach activities – distributing agency communication tools in the community, promoting agency services.
- Database maintenance and paper filing.
- Know, enforce and follow RoS safety policies/guidelines include COVID-19/pandemic specifics
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of Microsoft Office Suite and proficient at learning new software and technology
- Understanding of social media and web communication
- Experience with Adobe Photoshop / Illustrator, WordPress, SharePoint, WordPress web design, video editing or related creative software considered an asset
- Experience working in an office and/or customer relations environment an asset.
- Ability to prepare routine administrative paperwork.
- Database experience an asset
- Strong written and oral communication skills.
- Strong time management, organizational and multi-tasking skills.
- Meet the demands of a fluctuating workload.

ADDITIONAL QUALIFICATIONS:

- Demonstrated interest in the non-profit sector.
- Access to a reliable vehicle and possess a valid driver's license.
- Must possess a current Vulnerable Sector Check.

PERSONAL SUITABILITY:

- Sensitivity to the impact of social, economic, environmental and cultural issues on young families in York Region.
- Ability to work collaboratively within group settings with a multi-disciplinary team
- Client-centered approach and ability to respect confidentiality
- Non-judgmental, positive attitude.

FIELDS OF STUDY:

This position may suit a youth working towards and/or has completed a diploma/degree in Fundraising, Communications, Marketing, Public Relations, Business, Media Arts, Graphic and Web Development.

TO QUALIFY: Applicant must meet Canada Summer Jobs 2021 eligibility requirements:

- be between 15 and 30 years of age at the start 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**; and,
- 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 youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

APPLICATION DEADLINE: April 30, 2021

TO APPLY: Please email a covering letter and resume highlighting qualifications and experience to: **Karen Warner, Fund Development Manager | email: kwerner@roseofsharon.com**. **Please Note:** This position is dependent on funding. Only those applicants who are selected for an interview will be contacted. **No telephone or in-person inquiries please.** Applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

ROSE OF SHARON IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage people of all races, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: kwerner@roseofsharon.com and identify the job title in the subject line.