



We're looking for a
Summer Student Fundraising Associate
(Eight-week position for July and August 2018)

We are...

- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$140 million in the 30-year history of the Foundation
- An organization that is preparing for our next stage of growth and the launch of our next campaign project

The Summer Student Fundraising Associate...

- Is an enthusiastic student entering Grade 12 or post-secondary school in the fall
- Has strong communication and promotion skills to supplement our staff during July and August
- Will oversee an online art auction fundraising platform in addition to supporting various fundraising activities

The hourly wage for this position is \$12.65 and the expected duration is approximately eight weeks. Start and end dates are targets only and are negotiable.

Applicants should send a resume and cover letter by noon on **June 25, 2018** via email to Ashley McGuire – Community Engagement Coordinator at ashley@pahfoundation.ca. We thank all applicants for their interest, however only those being interviewed will be contacted.



Job Profile

SUMMER STUDENT FUNDRAISING ASSOCIATE (Eight-week temporary position)

Summary of Role:

Peace Arch Hospital Foundation seeks an enthusiastic student with strong communication and promotion skills to supplement their regular staff during the summer months. This position will oversee the development of an online art fundraising platform; including the research of potential platforms, program development and execution, and distribution of art pieces. Responsibilities may also include assisting with the following: Planned Giving mail/phone campaign, courtyard recognition project, and various Foundation events including but not limited to the Princess Party, Picnic on the Pier and community events. Additional tasks and duties may be assigned as required.

Tasks:

- Assists with development and execution of an online art auction
- Oversees distribution of art pieces
- Organizes event logistics, and provides project support
- Assists with event set-up and tear down
- Participates in hosting a variety of events
- Works collaboratively with Foundation staff
- Performs general office duties such as preparing correspondence, filing, etc.

Reports to:

- Community Engagement Coordinator

Application Requirements:

- Completion of Grade 12 and entering post-secondary in the fall, or entering Grade 12 in the fall;
- Registered as a full-time student in the previous academic year with the intention to return to school on a full-time basis the next academic year;
- Preferred studies, or interest in, the areas of fundraising, not-for-profit, marketing, event planning or related disciplines;
- Must be physically able to carry out duties related to set up and take down of community events;



- Legally entitled to work according to relevant provincial/territorial legislation and regulations;
- Confirmed Canadian citizen, permanent resident, or has refugee protection under the relevant Act.

KNOWLEDGE, SKILLS AND ABILITIES

- Good time management and multi-tasking skills
- Ability to collaborate and work effectively as part of a team
- Proficiency with Microsoft Office Suite
- Strong problem-solving skills
- Good interpersonal skills: diplomacy, sensitivity, tact, good judgement and confidentiality are integral to the role.
- Good written and oral communication skills
- A can-do attitude with flexibility to work weekends and evenings as required
- Multi-lingual skills will be considered an asset (French, Mandarin, Punjabi, Hindi, etc.)
- Superior communication and interpersonal skills
- Working knowledge of both Raisers Edge (fundraising software) and general fundraising principles a definite asset
- Good judgment, diplomacy, sensitivity and tact
- Demonstrates initiative and follow through
- Excellent attention to detail and proofreading skills
- Ability to lift heavy objects as part of event set-up and tear-down

Parameters:

The hourly wage of this appointment is \$12.65 and the expected duration is approximately eight (8) weeks, with start date of July 3, 2018 and end date of August 31, 2018. These start and end dates are targets only, and are negotiable. Grant funding has been received for this position from Employment & Social Development Canada, and has been awarded at a maximum of 240 hours. Evening and weekend work may be required. It is an asset if the successful applicant has access to a personal vehicle while working.