

Fundraising and Communications Summer Student

May 31, 2022

Competition # 22-17 FundCommCSJ

As a leading provider of quality programs for children and youth, we offer experiences that are affordable and accessible, with a focus on learning and skill development. We are proud of our history of leveling the playing field and providing opportunities for young people to discover, develop, and achieve their full potential. The BGC Hamilton-Halton operates EarlyON Centres, Early Learning and Child Care Centres across multiple sites.

8 Week position, funded through Canada Summer Jobs, July 4 – September 2, 2022

Key Responsibilities:

- Assist with social media content creation and management
- Act as an ambassador for BGC Hamilton-Halton
- Soliciting in-kind donations
- Assist with the designing, planning and implementation of BGCHH's fundraising events and campaigns. (online and/or in person, if permitted)
- Support 3rd party fundraisers; Assist with donor stewardship activities
- Database management
- Create promotional materials; Write press releases
- Researching prospective donors, local businesses to partner with, local news, influencers etc.
- Working collaboratively across all internal and external departments

The ideal candidate will:

- Be in the process of pursuing or have obtained education in fundraising, event planning, communications or another relevant field is an asset
- Have experience with hootsuite, Canva and Google Workspace is an asset
- Have previous experience working for a non-profit and/or in fundraising is an asset
- Have ability to work independently; strong organizational and time management skills
- Have attention to detail and strong written and verbal communication skills
- Demonstrate strong interpersonal skills; be effective at building relationships and able to work well with colleagues and key stakeholders.
- Have the ability to work independently and efficiently in a busy environment, managing multiple projects and shifting priorities
- Provide a Current First Aid /CPR Certificate level C, acceptable Vulnerable Sector check and proof of full COVID19 immunization

BGC Hamilton-Halton is a diverse and welcoming employer. We encourage applications from all qualified candidates. Only those selected for an interview will be contacted.

To apply please submit your cover letter and resume to: brenda.airdrie@bgchh.com

Closing date: **June 17, 2022**

Wage: **\$17.00 / hr.**