



Junior Philanthropy (Fundraising) Assistant

16% of the Canadian population has a disability. In British Columbia and the Yukon, approximately 750,000 adults and 26,000 children have a disability that limits their independence and quality of life.

Help make a difference in the lives of children and young adults with disabilities at Easter Seals BC/Yukon. Since 1952, Easter Seals BC/Yukon has offered programs and services to children with disabilities and their families. Building on decades of experience, Easter Seals BC/Yukon is a trusted charity and established leader in the support of the disabled community. In BC and the Yukon, children and families are supported and inspired through programs and services delivered at Easter Seals Camps and Easter Seals House in Vancouver.

Role

This role is ideal for someone passionate about fundraising, relationship building and community engagement. The candidate will support the Philanthropy (fundraising) team through research, special event support, donor communications, and database management.

Role specific responsibilities include:

- Identify and research potential funding prospects
- Assist with donor communications
- Support the team with additional duties as required
- Support with signature and third party events

Qualifications

- Experience of fundraising, community engagement or proposal/letter writing
- Strong written and verbal communications skills
- Organized with strong attention to details
- Able to work independently, and within a team
- Strong desktop research skills
- Must be eligible for the Canada Summer Jobs Grant funding

Benefits

- Gain valuable experience of the donor cycle and fundraising process
- Learn fundraising best practices
- Gain experience in donor stewardship
- Develop team and administrative skills
- Join an enthusiastic team who share a passion for helping others

Commitment and Additional Details:

This is an eight-week temporary position funded by the Canada Summer Jobs Grant.

Applicants must be:

- between 15-30 years old
- Canadian Citizen, permanent resident or have been offered refugee protection

Preferred Start Date: June 2019

Remuneration: \$13.55 per hour

Apply

Interested in this role? Send a resume and letter summarizing your qualifications and interest in this role to info@eastersealsbcy.ca