

Development Officer

Internal/External Job Posting

SUMMARY OF POSITION

Gordon Neighbourhood House is an equal opportunity employer. Respect for the dignity and worth of every individual in the workplace is fundamental. Our organizational values are anchored in the importance of diversity, fairness, and trust.

The Development Officer will be responsible for assisting management in cultivating strategic relationships and supporting in the design and delivery of community events.

TASKS AND RESPONSIBILITIES

- Design, organize and execute fundraising and community events;
- Design, create and distribute marketing material through a variety of written, print and online channels, including social media;
- Assist in outreach to donors, local businesses and other stakeholders;
- Assist in cultivating and maintaining donor relationships;
- Assist in researching and responding to grant opportunities;
- Maintain office records, including database and calendar management;
- Participate in special projects and perform other duties and assignments as needed

ELIGIBILITY

Funding for this position is provided by the federal Canada Summer Jobs (CSJ) program. To qualify for this position, individuals must be eligible to participate in the CSJ and:

- Be between 15 and 30 years at the start of employment
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 6 (foreign students are not eligible)
- Must be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

QUALIFICATIONS & WORK CONDITIONS

- Degree/Diploma in Communications, Arts, Business, Marketing, Public Relations, Hospitality, or a related field, or an equivalent combination of education and experience.
- Strong written and oral communications ability;
- Creative thinker;
- Experience utilizing social media in a non-profit setting, or willingness to learn;
- Experience utilizing design and marketing platforms (e.g. Mailchimp), or willingness to learn;
- Experience coordinating and managing events or willingness to learn;
- Enthusiastic, friendly, reliable person with strong interpersonal skills.
- Able to work and communicate effectively with volunteers, staff and vulnerable populations. Able to work on a team and independently with minimal supervision.
- Possess cultural awareness and sensitivity
- A sense of humour

Term: 8 weeks, 35 hours/week

Compensation: \$17.12/hour + 4% in lieu of vacation pay

Deadline to apply: Friday, June 7, 2019 (end of day).

Please email your cover letter and resume to Siobhan Powlowski (she/her/hers) at siobhan@gordonhouse.org

Applications without a cover letter will not be considered.
We thank all that apply but only those short-listed will be contacted.