

## JOB POSTING – CANADA SUMMER JOBS 2024

**Stratford House of Blessing** is seeking a **Fundraising Assistant** for a 9-week (30 hours/week) position at \$16.50 an hour, funded through Canada Summer Jobs 2024. Applicants must meet all of these criteria: 1) be between 15 and 30 years (inclusive) at the start of employment; 2) be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and; 3) is legally entitled to work according to the relevant provincial legislation and regulations.

This position will be of special interest to those who are currently enrolled in, or recently completed a post-secondary education in Event Planning and Coordination, Fundraising, or Marketing and Communications. The successful candidate will report to the Development Coordinator and assist with 'Empty Bowls', a unique artistic and cultural fundraising event; as well as opportunities to assist in various areas to further develop a better understanding of non-profit organizations which provide programs and services for disadvantaged community groups, specifically all people regardless of race, religion, age, gender or ability who need help in our community of Stratford and surrounding rural areas.

### **Responsibilities may include performing any/all of the following duties:**

- Assist with planning, development, organization and distribution of digital marketing related to fundraising, events, and communication initiatives (e.g., Annual Empty Bowls Fundraising Event, Passport to Savings, and key messaging about Stratford House of Blessing).
- Use technologies and tools related to the programs and services of Stratford House of Blessing and its marketing communications: including online giving, auction platforms, client scheduling software, website analytics tools and accessibility tools to improve communication and client/donor experience.
- Assist with online event marketing through online calendars, social media, website and e-mail.
- Participate in potential networking opportunities with event sponsors and supporters.
- Lead bowl painting lessons (plan, prep, instruct, clean up) in person and/or virtually to build relationships with key stakeholders (training provided)
- Request contributions from artists, businesses, and community groups for events and programs.
- Track and organize event details and event resources including data entry on event platform.

- Attend weekly staff meetings and committee meetings and assist in other duties as assigned.

### **Qualifications:**

- Flexibility to respond to changes in programs; and willingness to do any task that is requested.
- Eagerness to learn new skills and quickly apply them to a fast-paced environment.
- Computer competency skills including Excel and Photoshop (or other graphic design software).
- Confident communicator who is comfortable conversing with community partners.
- Skills creating marketing materials and/or digital art pieces that communicate a message.
- Valid driver's license, auto insurance, use of own vehicle and ability to travel in Perth County.
- Ability and willingness to lift 30 lbs. repetitively.

**Applications should be directed to Eva Hayes, Executive Director  
director@shob.org**

Position will be posted until filled, therefore, apply as soon as possible. **Please include a cover letter of up to 500 words indicating your background, volunteer experience, and why you are interested in this position.** For more information about the Stratford House of Blessing, visit our website [shob.org](http://shob.org).

**Job Types:** Seasonal, Full-time, Fixed term contract

**Contract length:** 9 weeks

**Pay:** \$15.00 per hour

**Benefits:**

- Casual dress
- On-site parking

**Schedule:**

- 8 hour shift

**Licence/Certification:**

- driver's license, insurance and daily use of a vehicle? (preferred)

Expected start date: June 24, 2024