



EMPLOYMENT OPPORTUNITY

Fundraising Office Assistant

LONDON, ON

Posting Date: Monday, June 28, 2021

Posting ID: 036

AtlohSA Family Healing Services is seeking a motivated and dynamic individual to fill the role of **Fundraising Office Assistant** through the Canada Summer Jobs Program. The Office Assistant will perform administrative work and Fundraising support to the Fundraising Development and Communications Department and the Leadership Team.

Role and Responsibility

The Fundraising Office Assistant provides administrative support to the Director of Development to help research and secure funding and sponsorship opportunities, support donor recognition and stewardship and the maintenance of an organized database. Responsibilities will include, but are not limited to:

- Researching and implementing a donor management software solution (CRM solution), inputting current donor database, setting up stewardship reporting systems.
- Assists with the coordination, development & distribution of sponsor communications, materials and other stewardship activities.
- Supporting sponsorship recognition and donor stewardship activity - recording incoming donations, tax receipt tracking and thanking donors for their support.
- Assists with the creation, coordination and distribution of sponsor reports and communications.
- Maintains a digital filing system for sponsor reports and communications.
- Assists with researching and qualifying funding sources (community, foundations, private donors).
- Participating in event planning and providing event support as required.
- Supporting admin tasks as needed.

Suitability

- Demonstrated knowledge and understanding of the languages, traditional ways, history and cultures of the Indigenous population in the London region
- Current knowledge of Indigenous community services and resources
- College or university education with an interest in fundraising, communications, public relations and/or media studies
- Demonstrated strengths in interpersonal relations and problem-solving
- Demonstrated ability to receive training support, supervision and direction
- Understanding of cultural safety and an awareness of its impact on practice
- Excellent organizational and coordination skills and the ability to prioritize multiple competing workload demands in fast paced environment
- Effective communication (both written and verbal) and interpersonal skills with the ability to interact with others in a respectful manner as defined in the AtlohSA Code of Conduct

EMPLOYMENT TERM: Full-time, 8-week summer placement

START DATE: Monday, July 5, 2021

CLOSING DATE: Friday, July 2, 2021 at 12:00 p.m.

REMUNERATION: \$14.25/hour, 35 hours per week

Individuals of Indigenous Ancestry are strongly encouraged to apply. AtlohSA supports diversity in all its various manifestations, however, preferences will be given to qualified, Indigenous applicants.

Please submit a cover letter and resume or referral to:

AtlohSA Family Healing Services Inc.

2212 Elm Ave

Southwold, ON N0L 2G0

Tel No. 519-438-0068 | Fax No.: 519-438-0070 | Email: jobs@atlohSA.com

Full Job Description Available Upon Request. We thank all those who apply however only those selected for an interview will be contacted.