



## **2022 Summer Internship Position – Canada Summer Jobs**

### **Position**

Fund Development Coordinator

### **Purpose, time frame, hours & wage**

Big Brothers Big Sisters of Halton and Hamilton is hiring a Fund Development Coordinator Position through Canada Summer Jobs.

The Fund Development Coordinator position will begin approximately May 31<sup>st</sup> and run for 8 weeks (280 hours). The Fund Development Coordinator will fulfill 35 hours per week at an hourly rate of \$16 per hour. Hours are flexible as the Fund Development Coordinator will be working remotely.

### **Deliverables**

The Fund Development Coordinator will report to the Manager of Fund Development and/or the Manager of Communications, project pending. The client requires the Fund Development Coordinator to assist with planning and implementation of Golf for Kids Tournament (scheduled for June 22, 2022). Note that day-of event help is a bonus, and time can be flexed to accommodate; however, but not a requirement of this position. The scope of the project is to assist with event planning, including event day logistics, enhancements, securing auction inventory, and assisting with creative asset development. Secondary roles of the Fund Development Coordinator are copywriting, social media asset creation and social media calendar development.

In addition to the above deliverables, extra tasks may be requested on an as-needed basis.

**Interested applicants are invited to submit a resume by May 24, 2022, 11:59 p.m. to:**

[350dfc56.bigbrothersbigsisters.ca@ca.teams.ms](mailto:350dfc56.bigbrothersbigsisters.ca@ca.teams.ms)

The subject line of your email should be as follows:

Applicant First & Last Name - Fund Development Coordinator Position.

\*Note that a Police Background Check will be required upon hire.