

# East End Children's Centre

A project of The East End Child/Parent Development Centre of Metro Toronto

## Job Posting: Summer Student Position

**Eligibility: Qualified candidates are post-secondary students under the age of 30 who attended school in Spring 2018 and are enrolled for Fall 2018**

**East End Children's Centre is a community organization that supports the optimal functioning of children 0 – 6 and their mothers, fathers, grandparents or other caregivers. East End Children's Centre is committed to providing equitable service to all families and children, including families living with intensive support needs, families within the LGBTQ communities, and families of diverse cultural, linguistic, racial, social and religious communities.**

### Qualifications:

- Post-secondary student under the age of 30 currently enrolled in a Fundraising program or related field, returning to school in the fall.
- Fundraising experience
- Police Check supplied by applicant

### Duties:

- Develop a fundraising strategy for the EECC
- Support the development and delivery of the fundraising strategy
- Assist the manager and Board in securing sponsorship for our annual Gala Event
- Research prospect donors (corporate, major donors and foundations) for the EECC and develop stewardship strategies for key donors
- Assist the Manager and the Board in developing communications to support the fundraising strategy inclusive of developing content for social media (facebook and twitter), our wordpress website, and assisting with the development of a promotional video for the organization
- Help develop key messaging for the EECC that can be used by staff and Board members in formal communications

### Skills:

- A keen interest in fundraising with a desire to diversify and expand our current funding base
- Excellent communication skills; ability to express oneself clearly, concisely and persuasively
- Strong Interpersonal skills; ability to engage with a range of people.
- Tech savvy, with a keen interest to build our social media profile and help our organization capitalize on its online profile
- Organized with the ability to use one's own initiative and manage own workload
- Any experience with creating budgets, prospecting, proposal development and program design are not essential but are definite assets and would be highly desirable

### Terms of employment:

- 30 hours per week for 8 weeks beginning May 28th
- Rate of pay: \$18.14 per hour plus 4% vacation pay

Students with disabilities and from visible minority communities are encouraged to apply.

**Application deadline: May 15th 12 noon. Qualified candidates should send a resume and covering letter in Word or PDF by email to [eecc@rogers.com](mailto:eecc@rogers.com). Subject line: Summer Student Position. Telephone inquires will not be responded to.**

Home Office: 200 Waverleith Blvd. Toronto, ON M4C1S2 [eecc@rogers.com](mailto:eecc@rogers.com) charitable # 101544351 RR0001

