

Job Posting - Communications / Fundraising Assistant – HCCF

<p>Job Summary</p>	<p>This is a temporary position commencing as early as Monday, June 14, 2021, terminating no later than Friday, August 27th, 2021.</p> <p>A College or University student pursuing an education in Communications, Fundraising, Charity, Non-Profit, Social Services, Public Relations or Journalism is preferred.</p> <p>Hours of work will consist of up to 32 hours per week, for up to 8 weeks, at a rate of \$15.00 per hour.</p>
<p>Job Description</p>	<ul style="list-style-type: none"> • Research appropriate fundraising opportunities and trends • Support the Executive Director in all aspects of the proposal development process for funding proposals. • Assist in the maintenance of accurate and up-to-date information regarding the details of relevant donors and grant agreements. • Monitor, record and evaluate media coverage, website and social media through accessing relevant statistics. • Support the Foundation in planning communications activities, for example through updating the Communications planner calendar and other tools. • Assist in keeping our digital channels up to date, by supporting the Executive Director to research and prepare content. • Update organizational databases and electronic and paper filing systems with accurate and up-to date information. • Assist in the identification of opportunities for fundraising and communications to promote HCCF's work and key messages. • Assist in developing strong internal and external relationships and information sharing. • Support HCCF with other fundraising or communications projects and activities, including fundraising events and presentations. • Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances. • There may be a need to work occasionally in the early morning, evening or on the weekend

Halton Catholic Children's Foundation (HCCF)

c/o Notre Dame CSS, 2333 Headon Forest Drive, Burlington, Ontario, L7M 3X6 905-802-0918

Charitable Registration # 86895 7622 RR0001

www.hccf.ca

Position Type	Contract
Qualifications	<ul style="list-style-type: none"> • Hands on experience with computerized systems and programs. • Excellent communication and interpersonal skills. • Excellent time management skills; attention to detail and multi-tasking. • Proven ability to work independently as well as in a team environment. <p>NOTE: An original Criminal Reference Check including Vulnerable Sector Screening, dated within six months is required upon hire.</p>
Documentation Required	<p>Those interested in applying must submit a résumé detailing qualifications and experience, to the following via e-mail:</p> <p>Marc Clare Executive Director, HCCF clarema@hccf.ca</p>
Salary Information	\$15.00 per hour
Posting Start Date	Thursday, May 20, 2021
Posting End Date	Sunday, May 30, 2021
Position Contact	<p>Marc Clare Executive Director, HCCF clarema@hccf.ca</p>
Application Information	<p>This position is being funded by the Government of Canada, Canada Summer Jobs Program.</p> <p>Eligible participants for the Canada Summer Jobs Program includes those who:</p> <ol style="list-style-type: none"> are between 15 and 30 years of age (inclusive) at the start of employment; are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and are legally entitled to work according to the relevant provincial / territorial legislation and regulations. <p>*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.</p> <p>This role may be a mixture of in person and virtual workdays, depending on the Province of Ontario and the Region of Halton Medical Officer of Health guidance and policies. Since the HCCF office is located within Notre Dame CSS, we are also subject to the Halton Catholic District School Board's (HCDSB) health and safety protocols.</p>

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HALTON CATHOLIC CHILDREN'S FOUNDATION (HCCF)

The Halton Catholic Children's Foundation (HCCF) is an independent charity that has partnered with the Halton Catholic District School Board (HCDSB) to support their students and families in need. We raise funds to help HCDSB students overcome financial barriers to learning, which helps our students succeed in school.

HCCF Mission Statement - To help HCDSB students succeed at school by providing financial support to families in need.

HCCF Vision Statement - All HCDSB students have equitable opportunities at school, regardless of financial barriers.

As a Catholic Community, we are called by Jesus to care for others. At HCCF, we strive to do this by providing financial assistance to students and their families in need – creating Hope, Dignity and Equity so that students can access learning and education without financial barriers to success.

We raise funds to help HCDSB students in need with:

- Basic necessities, such as food and clothing, school supplies, shoes, eyeglasses, personal hygiene items, and learning technology.
- School activities with a fee, such as school trips, team fees, and other learning materials

We provide funding to purchase these needs to help students overcome financial barriers to learning, so they can succeed in school.

Visit www.hccf.ca for more information.

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