



## 2023 Summer Job Posting

**Job title:** Partnerships & Philanthropy Assistant

**Reports to:** Manager, Events & Projects

**Location:** GTA Based, Access to Internet Required

**Hours:** 31.5 hours per week

**Number of weeks:** 9 weeks

**Hourly rate of pay:** \$20.00

**Application deadline:** May 31, 2023

### About BGC Canada

For 120+ years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 736 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at [bgccan.com](http://bgccan.com) and follow us on social media @BGCCAN.

### About You

You are a detail-oriented individual who enjoys organizing information, communicating information, and ensuring tasks are getting completed. You have a friendly demeanour, with a positive attitude, and enjoy being helpful.

You are excellent at multi-tasking, meeting deadlines, and collaborating with others. Ideally, you have some fundraising experience or are willing and eager to learn more about nonprofits. You are tech-savvy and comfortable working on digital platforms such as fundraising/event registration and customer relationship management software. You align with BGC Canada's core values of belonging, respect, encouragement & support, working together, and speaking out.

### About the Role

- Provide on-going administrative support and development of support materials for Partnerships & Philanthropy Team
- Provide project management support for National initiatives such as Youth of the Year, Partner Summit, BGC Club Day, etc.

- Provide event management support for National events
- Perform Data entry and cleanup support as well as report generation in CRM database-Salesforce
- Maintain relationships with colleagues across BGC Canada's National office to stay informed of best practices, and to facilitate donor relations

### **Our Ideal Candidate**

- Currently enrolled in or recently completed a communications, marketing, or fundraising management program **and/or** have a strong interest in corporate social responsibility, fund development, fundraising, and administration
- Demonstrated experience in dealing with various key stakeholders, including members, colleagues, volunteers, etc.
- Excellent organizational, analytical, and communication skills (written and verbal)
- Knowledge of design software such as Canva and Adobe Suite
- High-level proficiency in Microsoft Suite
- Experience in events or project management is considered an asset
- Fluency in French is considered an asset
- The Partnership & Philanthropy team will give preference to a candidate who resides in the GTA with the ability to travel to our Toronto office and event locations.

### **Eligibility**

- Must be between 15 and 30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Satisfactory clearance under the Vulnerable Sector Screening Process
- BGC Canada requires all employees to be fully vaccinated

### **How to Apply**

We would like to hear from you if you are interested in this role. Please forward your cover letter and resume confidentially to [placement@bgccan.com](mailto:placement@bgccan.com) and include **"Partnership & Philanthropy Assistant – YOUR NAME"** in the subject line of your email.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse

backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

As leaders in vaccination education, BGC Canada requires all employees to be fully vaccinated. The definition of 'fully vaccinated' against COVID-19 is based on the public health requirements for a vaccine passport (or similar official evidence) in the jurisdiction of the employee's residence. The successful applicant will need to provide proof of vaccination.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.