



## Fundraising Intern

Huron Hospice provides hospice palliative care at a hospice on a rural estate west of Clinton, Ontario and home-based care along with grief and bereavement support. Ontario Health provides fifty percent of our funding, and we raise the balance through donations and fundraising activity.

We have received a Canada Summer Jobs grant from Employment and Social Development Canada to hire two people between the ages of 15 and 30 (inclusive) who can work with our full-time fundraiser for eight weeks this summer. The positions support fundraising and communications at Huron Hospice while also providing an excellent opportunity for candidates in these roles to gain new skills in communications, event planning and research.

We welcome applicants from indigenous communities and visible minorities. We invite persons with a disability and members of the LGBTQ community to apply.

<b>POSTING DATE</b>	May 9, 2024
<b>CLOSE OF POSTING</b>	May 24, 2024
<b>JOB START DATE</b>	July 8, 2024
<b>JOB END DATE</b>	August 26, 2024
<b>INTERVIEWS</b>	June 5, 2024

<b>HOURS PER WEEK</b>	35
<b>TOTAL HOURS</b>	280
<b>PAY</b>	\$17.00 hour

## QUALIFICATIONS

- Between the ages of 15 & 30 (inclusive)
- Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the *Immigration & Refugee Protection Act*
- Legally entitled to work under provincial legislation
- Ability to work from a home office and on Zoom calls with regular meetings in person

## SKILLS/ABILITIES

- Respectful and kind
- A positive outlook
- Reliable
- Ability to maintain confidentiality

- Desire to learn new skills
- A commitment to teamwork and the ability to collaborate effectively
- Effective verbal and written communication
- Ability to work independently and exercise sound judgement to make appropriate decisions
- Strong organizational skills
- Computer skills in Microsoft-based programs such as Word, Excel, and PowerPoint

#### **KEY RESPONSIBILITIES**

- Plan, market, and execute the annual Butterfly Release in late August, with support from the supervisor.
- Assist with planning the September annual There's No Place Like Home event.
- Web research looking for the next “big” fundraising event.
- Using Grant Connect, research funding opportunities from foundations and government grants and draft applications with the support of the supervisor
- Support the website and social media presence of Huron Hospice in the community.
- Assist with donor recognition.

**REPORTS TO**                      Manager of Fund Development

**INTERVIEWS**                      While we are grateful to all those who apply, only those who will be interviewed will be contacted.

**Reply by email with a cover letter and resume to:**

Christopher Walker  
Manager of Fund Development  
[chris.walker@huronhospice.ca](mailto:chris.walker@huronhospice.ca)