

YMCA of Cumberland
Summer Student Position



Position Details:

Title: Fundraising and Marketing Assistant

Department: Development

Reports to: Manager of Development

Number of positions: One

Hours: Temporary Full time - 30 hours per week for 12 weeks, commencing on June 5, 2017

Rate: \$10.85

The fundraising and marketing assistant will assist the manager of development with initiatives directly related to fundraising and marketing.

Fundraising – the fundraising and marketing assistant will work directly with the manager of development to meet pre-planned fundraising goals. The fundraising and marketing assistant will work as event support for fund-raisers, keep track of donor by using a donor database and research grant opportunities.

Marketing – the fundraising and marketing assistant will work directly with the manager of development to promote fundraising events and use marketing skills to promote the YMCA of Cumberland overall. This includes marketing of fund-raisers, childcare and membership. This also includes, web design creating both print and digital marketing materials and communicating with local media, following brand guidelines set by the YMCA.

Other duties as required.

*The successful candidate must be available as event support for specific dates, including evenings and weekends, June 23-25 is a mandatory working weekend for this position.

Once approved, the student(s) considered for hiring must be:

- Registered at a post-secondary institution and returning to the same institution for the fall of the current year.
- Registered at a post-secondary institution and transferring to another in the fall of the current year.
- A graduating grade 12 student who is enrolled full-time in a university or college program in the coming fall term.
- Resident of Nova Scotia.
- Between the ages of 15-30.
- Must be able to legally work in Canada.
- Current Child Abuse Registry Check
- Current Criminal Record Check
- Current First Aid

How to Apply:

By Email: jeff.macneil@cumberland.ymca.ca

By Mail: PO Box 552, Amherst, NS B4H4A1

In Person: 92 Church Street, Amherst, NS between 9:00am and 4:00pm Mon-Fri.

Close date: Thursday, May 11, 2017 at 5:00 p.m.