



Employment Opportunity

Marketing & Fundraising Assistant

Central Administration
Contract – Summer Student

North York Seniors Centre provides programs and services to promote the physical, emotional and social well-being of adults 55+ living in our diverse community.

This position reports to the Development Coordinator.

Responsibilities:

- Assist in the administrative duties associated with marketing and fundraising of the organization including Word processing, data entry, inventory, and filing documents
- Assist with the design and production of newsletters, social media posts, flyers and other solicitation and promotional materials
- Assist with the planning and implementation of NYSC annual fundraising events
- Review and update the organization's Community Contact List & Sponsors Contact List
- Research third-party fundraising opportunities and corporate sponsorship
- Participate in continuous quality improvement processes and assist the Central Administration Team with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused

Qualifications/ Skills:

Education: Post-Secondary

Experience: Marketing, Business, Fundraising

Other: Excellent Computer Skills, Creative, Organized, Fluent in English, other language an asset

To be eligible to participate in Canada Summer Jobs, individuals must:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- be registered as full-time student in the preceding academic year and intends to return to school on full-time basis in the next academic year;
- be a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and;
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

****Foreign students are not eligible.***

Please submit your resume by Friday May 10, 2019 to:

Mail: North York Seniors Centre, Attn: Human Resources Department
21 Hendon Avenue, Toronto, ON M2M 4G8
Fax: 416 733.1858
E Mail: hiring@nyseniors.org

Please indicate the position you are applying for in the subject line of the email.

No phone calls, please.

North York Seniors Centre is an equal opportunity employer. Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.