

Community Engagement Summer Student Temporary Position – Up to 16 Weeks

Working under the supervision of the Community Engagement Specialist, this role will be responsible to assist with and coordinate the following key areas in support of the Development Department:

Community Engagement & Events

- Support organization's community engagement, fundraising initiatives, and outreach efforts.
- Research and identify summer/fall community events and engagement opportunities.
- Assist in year-round prospect identification, and research/develop a comprehensive matrix template: re: discover/evaluate third-party donors and their interests, relationships, inclination to give and philanthropic capacity.
- Research and create 3P process docs, and event templates.
- Attend community events on behalf of WIN House and act as a key representative.
- Complete other duties and special projects/events as assigned, including activities related to our 55th anniversary & donor recognition events.
- Assist with administrative functions as needed, including answering donation inquiries, following up on donation calls, and other duties as assigned.

Volunteer Program

- Research and identify sector best practices related to volunteer management and revise volunteer manual.
- Develop a comprehensive list of advertisement opportunities and identify platforms to advertise volunteer opportunities.
- Research and identify potential training opportunities for volunteers.
- Investigate sector standards and present a comprehensive volunteer recognition program to the WIN House Team.
- Assist with administrative functions as needed, including collating volunteer lists, responding to volunteer inquiries, and other duties as assigned.

Requirements include a minimum of two years of related post-secondary education, expertise in MS Office, and a high degree of professionalism, initiative, and willingness to take on new challenges.

Standard hours of work are 8:30 to 4:30 from Monday to Thursday and from 8:30 to 2:30 on Fridays. Win House offers a pet-friendly, team-oriented working environment. The rate of pay for this term position is \$18/hour.

Please submit your application, citing the position you are applying for, to HR@winhouse.org.

The successful candidate will be required to submit a Criminal Record Check including a vulnerable sector check, a current Child Welfare check, provide evidence of being fully immunized against COVID-19, and must be willing to sign an Oath of Confidentiality.

WIN House is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the organization to apply.

Suitable applicants will be contacted directly.