

Job Title: Charity Operations and Event Assistant

Job Description:

Their Opportunity, a children's charity dedicated to providing access to sports programs for underserved youth, is seeking a motivated and organized individual to join our team as a Charity Operations and Event Assistant. In this role, you will play a crucial part in supporting the day-to-day operations of our charity, as well as assisting with the planning and execution of fundraising events. Your contribution will help ensure the smooth functioning of our organization and the success of our initiatives in empowering children through sports.

Responsibilities:

- Assist in the coordination and execution of fundraising events, including logistics, vendor management, and on-site support.
- Support event marketing efforts, such as social media promotion, email campaigns, and content creation.
- Help maintain accurate event-related data and communication using CRM software, such as Salesforce.
- Assist with administrative tasks, including managing incoming calls, emails, and mail, and maintaining organized filing systems.
- Provide general support to the charity's day-to-day operations, including database management, document preparation, record-keeping, invoicing and receipting.
- Collaborate with team members to ensure efficient workflow and effective communication within the organization.
- Help develop and maintain positive relationships with stakeholders, including donors, sponsors, volunteers, and community partners.
- Contribute to the creation of event planning documents, such as timelines, budgets, and event briefs.
- Assist in volunteer recruitment, coordination, and appreciation efforts for events and other charity initiatives.
- Support the implementation of fundraising strategies and contribute to donor cultivation and stewardship efforts.

Requirements:

- Meet the eligibility criteria outlined on the Canada Summer Jobs website (refer to: [link: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html#h2.02>])
- Strong organizational and time management skills, with exceptional attention to detail.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfortable learning new software and tools.



- Reliable, punctual, and able to prioritize and multitask effectively.
- Professional demeanor and ability to handle confidential information with discretion.
- Access to reliable transportation for occasional travel.

Terms of Employment:

Position: Charity Operations and Event Assistant

Employment Type: Contract (Canada Summer Jobs Program)

Duration: 8 weeks, from June 1st to August 31st, 2023

Hours: 35 hours per week

Compensation: \$15.50 Hourly

About Their Opportunity:

Their Opportunity is a national registered children's charity that has the vision to educate, uplift & support children to overcome barriers through the strength of sport & generosity. Since inception, we have helped provide opportunities for over 45,000 children & affected thousands more through our Giveback Program; translating to 585,000+ hours of sport & recreation and 157,500+ hours of community service or engagement.

Their Opportunity hosts a unique Giveback Program where children who receive subsidies or participate in one of our core programs are asked to "pay it forward" within their community through volunteerism. We believe in creating a cycle of generosity, where active youth are empowered to give back to help build healthier communities.

To apply for this position, please submit your resume by email to Claudia Guterrez at Claudia@theiropportunity.com, with "Durham Region Events and Donor Relations Coordinator" in the subject line.

Contact Information:

Claudia Guterrez

Email: Claudia@theiropportunity.com

Website: www.theiropportunity.com