DCAF Employment Announcement (Summer – 8 weeks, full-time)

Special Activity Assistant

Duties:

- Foundation and Corporate Research
- Updating of Donor CRM, contacting existing DCAF donor base
- Contacting potential supporters of programs such as: Bids for Benefit and Currency for Kids
- Potential support and planning of DCAF Social Media
- Provide assistance in preparation and planning for special activities and/or events, preparing materials and organizing promotional items for participants and sponsors.
- Assist with event preparation and support in relation to Camps for Kids program.
- Provide basic office administration support, filing, preparation of mailings and promotional items.
- Assist with outreach to existing and new contacts via telephone and email as required
- Assistance with advance planning of fall Executive Director Summit (event pending)

Qualifications:

- As per the Canada Summer Jobs requirements, applicant must be between 15 and 30 years of age at the start of the employment, and be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Previous tele-marketing and/or sales experience is an asset.
- Candidate must have a professional and pleasant phone manner, as they will be reaching out to supporters via telephone. This is not a sales position.
- Excellent Customer Service skills
- French language abilities are an asset, not necessary.
- Advanced computer skills in Microsoft Office (Word, Excel, PowerPoint)
- Excellent communication skills: oral and written
- Able to take verbal and written direction and to follow through to completion of task and detail oriented
- Able to work well on their own and manage their time
- Ability to multi-task, proactively problem-solve and take initiative

Salary Range: $14.00/HR (35 hours per week for 8 weeks)

Applications accepted until June 3, 2020

Send resume to:

Dennis Ullman, Executive Director
dennis.ullman@durhamcaf.ca

Durham Children's Aid Foundation (DCAF)
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