



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve and offer bilingual (English/French) services to children, youth and families within the Hamilton community to protect their safety and well-being, strengthening families and nurture lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Summer – Fundraising Assistant

Qualifications

- Preferred: Completion of Fundraising or Public Relations program.
- Previous fundraising experience an asset.
- Knowledge of Microsoft office programs.
- Excellent communication and interpersonal skills.
- Bilingual French/English an asset.

Key Responsibilities

- Assist Supervisor of Fund Development & Communication on a daily basis.
- Call members of the community requesting donations for the agency.
- Meet with potential community donors.
- Performs others duties as may be assigned.
- Comply with Health and Safety policies and the Ontario Health and Safety Act.
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others
- Committed to agency values of Success for Children, Youth and Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team

Successful applicants will be required to complete a Police Record Check and Provincial Child Welfare Check.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.