



Fundraising and Events Assistant

Date Posted: April 15, 2025

Hourly Rate: \$19.20

Location: 410 Bronte St. South (some travel within Halton required)

Hours: 30 hours/week
Some evenings and weekends are required.

Reports To: Manager, Community Engagement & Partnership

Number of Vacancies: 1

Position Type: Seasonal Contract – 8 weeks
May 26, 2025 – July 21, 2025

Why work for Milton Community Resource Centre?

MCRC goes beyond the traditional 'check in the box' approach to employee development by recognizing creativity, innovation and the work contributions of each employee that aligns with MCRC's strategic objectives. We have a wide variety of programs and services that allow our staff to explore various career opportunities within the organization. We believe in the importance of providing wellness opportunities that support employee's mental, physical and emotional health.

We're looking for someone who:

- Is currently studying or has interest in one of the following program areas; Fundraising, Marketing, Event Planning or other relevant diploma or degree programs.
- Is interested in supporting a broad range of events and fundraising initiatives.
- Has proven experience working with community partners to advertise and promote events, build relationships and manage projects.

Every day, you will support all aspects of MCRC's internal and external events and fundraising activities by:

- Working collaboratively with the Manager, Community Engagement & Partnerships on event planning, research and implementation.
- Contribute to the development of marketing and communications materials to promote events and fundraising initiatives.
- Working collaboratively with the Family Fun Program Supervisor on internal events and program development, planning and implementation.
- Assisting event committees with planning and event day support to execute each event/initiative.
- Helping with stakeholder, donor, volunteer and participant tracking.
- Researching new sponsor/donor opportunities within the community and sharing details of the event or initiative with them to promote the organization.
- Offering insight into best practices relating to fundraising with the goal of increasing participation and event revenue.
- Collaborating with MCRC's Communications Team to create event promotion and communication resources.
- Assisting with fundraising initiatives and participant recognition opportunities.
- Ensuring practices align with all Fundraising Policies and processes outlined within MCRC's Imagine Canada Accreditation program compliance.
- Performing other duties as assigned by the Manager

Prior to employment the successful candidate will have:

- Criminal Record Check with Vulnerable Sector Screen dated within 6 months
- Valid Ontario driver's license with access to reliable transportation

This position is supported through the Canada Summer Jobs program and as such we are looking for candidates who meet the criteria outlined by the National Strategy Priorities.

MCRC intends to hire a youth (age 30 & under) who self-identifies as being part of underrepresented groups or as having additional barriers to entering or staying in the labour market.

If you meet any of the following criteria, please indicate this within your application: youth with a disability, new immigrant/refugee youth (arrived in Canada in the past 5 years), Indigenous youth, racialized youth, LGBTQ2 youth.

Canada Summer Jobs requires all candidates have a residency status of Canadian Citizen, Permanent Resident or Refugee under the *Immigration and Refugee Protection Act*. This information will be used for the sole purpose of reporting to the Canada Summer Jobs Program.

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodation during the recruitment process in your application email.

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