

Job Posting

Alzheimer Society of Toronto

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

OUR VALUES

Collaboration Accountability Respect Excellence

Special Events Intern (Canada Summer Jobs)

Reports to: Director, Community Giving

Job Summary

The Special Events Intern is a key member of the Community Giving team, reporting to the Director, Community Giving. The Special Events Intern will support the execution of event logistics, provide support to both donors and event participants. This position requires attention to detail, strong organizational skills, creative thinking and a passion for events while assisting with creating an unparalleled participant experience.

Essential Duties and Responsibilities

- Assist the community engagement team in the organization and execution of signature events.
- Assist in the cultivation and stewardship of individuals, community organizations and businesses to further strengthen AST relationships.
- Provide online and offline fundraising support throughout the campaign
- Utilize Luminate and Raiser's Edge to create reports, update donor records, as well as record event related information and data including participant registrations, sponsorships, gift in kind and attendance.
- Solicitation of gifts and prizes, including in-kind sponsorship
- Prepare mail merges, correspondence and perform administrative tasks
- Maintain meticulous records for special events
- Assist with social content creation (digital)
- Assist with all physical aspects related to the events - including packing and lifting boxes where necessary

Job Qualifications

Education:

- Currently pursuing studies in Event Management, Fundraising Management, Marketing, Communications or a related field; minimum of two years completed and returning to school on a full-time basis during the next academic year

Experience:

- One year of experience supporting the organization of events

Job Posting

Other Knowledge, Skills, Abilities or Certifications:

- Comfortable meeting and liaising with volunteers, donors and participants of events
- Excellent English language skills (verbal and written)
- Excellent computer literacy, and proficient Luminate, Raiser's Edge and Microsoft Office applications
- Strong coordination skills and attention to detail
- Ability to work under pressure, to meet deadlines and juggle competing priorities
- Excellent telephone manner and interpersonal skills
- Required to work occasional evenings and weekends when necessary

Canada Summer Job Eligibility Requirements:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act² for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

This contract role requires thirty (30) hours per week for eight (8) weeks starting as soon as possible

Please submit your resume and cover letter to: resumes@alzheimerssc.org

Please include the 'Job Title' in the subject line.

Closing Date: Friday May 18, 2018

We thank all who apply, but only those selected for an interview will be contacted.

The Alzheimer Society encourages applications from new immigrant youth/refugees, Indigenous youth, youth with disabilities and visible minorities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.