

INTERNAL/EXTERNAL

Job Title:	Events and Volunteer Worker (Canada Summer Job)
Type:	Non-Bargaining Unit, Canada Summer Job
Rate:	\$20/hr
Hours:	30 hours per week (4 days)
Supervisor:	Senior Manager, Community Engagement
Posting Date:	April 23, 2021
Application Deadline:	May 4, 2021
Location:	800 Bay Street

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with people from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at www.fredvictor.org.

Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

The Events and Volunteer Worker will work 4 days/week with the Fundraising Team from May 17 to August 27, 2021. Depending on Covid Restrictions this position may be remote.

The Events and Volunteer Worker will support the Volunteer and Events Team (part of the Fundraising Team) in planning for upcoming events and volunteer activities.

Responsibilities:

- Attend and participate in the Fundraising Team meetings and other meetings related to Fred Victor Volunteers and Events
- Prepare materials for meetings and take notes when applicable
- Attend signature fundraising, stewardship and community engagement/development events
- Support Events Manager with event planning, logistics and execution
- Prepare and deliver event kits to lead volunteers (Team Captains)
- Data management - Ensuring event sponsors, donors and volunteer data is current and relevant
- Secure prizes and awards for events – raffles/silent auctions
- Coordinating (from ask to delivery) event GIK donations when necessary
- Support 3rd party fundraisers and events when needed
- Delivering a steady stream of top-notch support and stewardship to all Fred Victor Volunteers including event follow up, thank you's and check in's
- Support with team, community and individual volunteer days including event planning, logistics, execution and wrap up
- Assist with Volunteer Communications such as newsletters and announcements
- Support with volunteer onboarding process

Qualifications:

- Must be between 15-30 years old
- Must be a Canadian citizen or permanent resident
- Minimum 1 year of experience (work or volunteer) in a non-profit environment
- Minimum 1 year experience in event coordination (work or volunteer)
- Proficient with Microsoft Word, Excel, Outlook, and Internet

Working Conditions:

The work requires the employee to attend meetings, events, tours and presentations outside the office (Pandemic restrictions pending). Evening or weekend work will be required.

Application:

Please submit a letter and resume detailing how you meet the job requirements by **May 4, 2021 at 5:00pm** to:

Katy Scherer
Senior Manager of Community Engagement
kscherer@fredvictor.org

Applicants, please quote “Events and Volunteer Worker” in the subject line

NO PHONE CALLS OR FAXES.

A Police Records Check is required by the final candidate(s) prior to hiring

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality