



Fundraising/Event Student
35 hours per week – Contract May to August 2024

Quest Community Health Centre is a dynamic non-profit, interdisciplinary health care organization. Our holistic model of care focuses on primary care, illness prevention, health promotion, community capacity building and service integration. Quest delivers healthcare that addresses the underlying social determinants of health, such as poverty, housing, unemployment and food security, all which have a significant impact on health outcomes.

Quest is looking for summer student to help out with the variety of fundraising and special event functions. This position will include research, assistance with event planning and execution, development of communication/marketing content, and outreach to community stakeholders.

Responsibilities:

- Provide welcoming, supportive environment acting in a courteous and professional manner, respecting and valuing the diversity of individuals and the community.
- Support the planning and execution of key fundraising event(s) and initiatives.
- Assistance and participation with event operation, logistics planning, and execution.
- Participation in social media planning and content development to expand donor engagement, promote the event, and to encourage participation.
- Perform research and make phone calls to identify prospects for sponsorship gifts.
- Assistance in community outreach and sourcing available resources.
- Attend and participate in staff meetings and special projects as assigned.
-

Skills Required:

- Education and/or training in fundraising, events management, philanthropy, or related discipline/experience.
- Excellent interpersonal, communication and written skills, with the ability to communicate effectively and diplomatically within a team environment
- Professional and confident telephone manner.
- Proficiency in the use of various computer software.
- Work independently to establish their own priorities to ensure that all deadlines are met and that work flows efficiently.
- Strong organizational and time management skills to handle multiple assignments and changing priorities.

As a requirement of the Canada Summer Jobs program funding, applicants must:

- be between 15 and 30 years of age at the start of the employment;
- 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; 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.

Please reply with cover letter and resume to hr@questchc.ca.

We are committed to workplace equity and diversity, and encourage submissions from equity-seeking groups who identify based on ability, cultural background, race, sexual orientation and/or gender.