

Fundraising & Events Intern

Employer: Rotary Club of Sault Ste. Marie
Posted: 13 months ago
ES Job ID: 14010
Sector(s): Sales & Marketing, Office & Administration

Closing Date: March 31, 2023
Location: Sault Ste. Marie
Duration: Full Time , Temporary

Job Description:

Position: Fundraising & Events Intern
Employer: Rotary Club of Sault Ste. Marie
Application Deadline: March 31, 2023
Position Start Date: April 25, 2023
Duration: Approximately 52 weeks @ 35 hours per week
Wage: \$19/hr
Type: Full-time, Contract

The Rotary Club of Sault Ste. Marie is hiring a Fundraising & Events Intern to assist with their fundraising endeavors and charitable projects throughout the year in support of our community. The successful candidate will work closely with Rotarians and fellow staff to maximize Rotary's impact.

Responsibilities:

- Support the Take Your Pick Draw committee
- Work with the Car Draw Coordinator to track all ticket sales
- Manage organization of ticket sellers and sales outlets
- Schedule delivery and pick up of tickets
- Assist with final reports
- Volunteer coordination
- Facilitate the creation and growth of a volunteer database
- Arrange volunteers for Rotary specific fundraisers such as Bell Skate, Battle of the Sections, etc.
- Lead volunteer recruitment and scheduling for ROTARYFEST
- Create and update critical paths for Rotary's annual events
- Assist the Rotary Golf Tournament planning committee
- Work on developing potential new fundraisers and sponsorship relationships
- Assist with events on an event-by-event basis

Our regular working hours are Monday to Friday, 9am to 5pm. Throughout the year, some of our events will require work in the evenings and on weekends.

The position will provide hands-on supervised training in the fields of Fundraising and Events. The Rotary Club of Sault Ste. Marie runs over 10 annual projects of varying sizes and programs, which will provide rich and varied opportunities for the successful candidate to expand their knowledge and experience in regards to fundraising, sponsorship, project management, events work, volunteer management, operations, and more.

Required Skills:

We are looking for an organized individual with a passion for helping people.



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Other beneficial attributes:

- Proficiency in Microsoft Word and Excel, or Google Docs and Sheets
- Volunteer experience
- Access to a car and a full G license
- Post-secondary education with a focus in business an asset
- Most importantly, a willingness to learn

How to Apply:

To apply, please submit your current résumé and a cover letter to Nilah Moss at the Rotary Club of Sault Ste. Marie by email marketing@rotarysault.com.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>



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