



180 Shaw Street, Lower Level II
Artscape Youngplace
Toronto, ON, M6J 2W5
Tel: 416.532.9485
Fax: 416.532.7653
Email: info@cmcp.ca
Charity Reg. 11886 7985 RR0001

Position Title: Fundraising Assistant/ Event Coordinator

Contract length: 8 weeks, 35 hrs./week

Expected start date: TBD between June 6 - Sept. 2,22 depending on location

Job Types: Full-time, Temporary, Contract

Salary: \$15 per hour

of positions available: 2

ABOUT COLLEGE-MONTROSE CHILDREN'S PLACE:

CMCP has supported Healthy Children, Healthy Families and Healthy Communities in downtown west Toronto since 1983. Working with our many community partners we create and adapt Family Support and Early Learning Programs to meet the changing needs of children and their families. We are committed to excellence and strive to achieve the highest quality standards in all that we do. College-Montrose Children's Place creates welcoming inclusive environments that value the diversity of its communities. For more information, please visit our website at www.cmcp.ca

CMCP PROGRAMS:

CMCP operates and manages EarlyON Child and Family Centres and its satellites, as well as Family Resource Programs. We offer early learning, literacy and parenting programs and services for parents/caregivers and children from age 0 to 6 yrs. We provide places for children and their parent/caregivers to take part in activities, obtain information about child development and access services to support their children's development. Programs are held throughout downtown west Toronto.

Key Responsibilities Include:

- Organizational support for summer special events, fundraising events and activities.
- Maintaining membership, donor records, and processing donations.
- Developing and implementing systems for staying in touch with donors.





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- Researching potential funders, donors and sponsors.
- Assisting in putting together fundraising proposals, donor correspondence including letters, email and phone calls.
- Developing and maintaining an inventory of fundraising materials.
- Proofreading & editing fundraising materials.
- Other duties as required.

Qualifications:

- Be 15 years to 30 years of age.
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*.
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations. (International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents).
- Energetic, motivated and demonstrates initiative.
- Hard-working, reliable, flexible and able to multi-task.
- Willingness to work some evenings and weekends.
- Graphic design skills an asset– Canva, photoshop and asset.
- Experience with WordPress an asset.
- Strong communication skills.

Qualified individuals are invited to submit their application by email with subject title **“CSJ Fundraising Assistant/ Event Coordinator”** to dkobrosly@cmcp.ca by May 23, 2022. No phone calls please.

CMCP strives to represent the diversity of the community in its hiring practices. CMCP welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Only applicants selected for interview will be contacted.



COLLEGE-
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