



CANADA

Where childhood thrives, war does not.

Position Title	Project Assistant, Creative Partnerships & Events (Summer Intern)
Start Date	As soon as possible.
Location	War Child Canada headquarters, Toronto, Ontario
Time Commitment	Minimum 4 days per week for minimum 12 weeks (flexible hours may be required)
Background	War Child Canada is a registered Canadian charity based in Toronto. Working with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice, War Child Canada also takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act. War Child Canada works in Afghanistan, Jordan, Sudan, South Sudan, the Democratic Republic of Congo, Iraq and Uganda.
Position Summary	War Child is seeking a highly motivated, organized and enthusiastic individual to assist the Creative Partnerships and Events team with their fundraising activities, event planning and execution, artist outreach, research and other duties. Taking direction from the Senior Manager, Events and Sponsorship, this individual will work diligently to support and increase War Child Canada's profile and revenue.
Responsibilities	<p>This summer position is located in a fast-paced, productive work environment. You will acquire important transferable skills in fundraising, event management and business development under the guidance of experienced and successful professionals.</p> <p>The assignment includes:</p> <ul style="list-style-type: none"> • Assist with logistics and planning for summer and fall activations and special events including the Jackson-Triggs Summer Concert Series, War Child's Signature event and more; • Assist with the recruitment, coordination, training and management of event volunteers; • Writing of solicitation materials, pitches, partnership reports, donor follow-up etc; as required; • Assist in the development of creative partnership and celebrity engagement materials (print, visual and digital); • Research event, artist /celebrity and other partnership opportunities, including War Child's Plus 1 partnership; • Assist with departmental reporting and financial reconciliations; updating tracking documents; • Assist with other research, writing and providing administrative support as required.

Qualifications	<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Experience in event planning and management; • Experience or an interest in a career in nonprofit fundraising is an asset; • Excellent written and oral presentation and communication skills; • Excellent organization and logistical skills; • Detail-oriented and resourceful self-starter with demonstrated ability to lead and take initiative; • Solid computer skills including MS Word, Excel, Outlook, Adobe Photoshop, Illustrator, HTML and Internet applications are preferable; • Experience working with volunteers a strong asset; • Ability to collaborate effectively with other team members • Access to a vehicle; Valid G drivers license; • Available to work some afternoons and evenings on some weekdays and weekends at the Jackson-Triggs Amphitheatre.
Compensation	\$16 per hour
Application process	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of 'Project Assistant, Community Engagement – [insert your name]'</p> <p>Only those applicants selected for an interview will be notified. We regret we are unable to entertain phone calls.</p> <p>War Child Canada is an equal opportunity employer. War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Protection Policy, including appropriate reference checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit www.warchild.ca.</p>
Deadline	April 26, 2019