



The Children's Aid Society  
OF HAMILTON

Serving Hamilton's children and families since 1894.

La Société d'aide à l'enfance  
DE HAMILTON

Au service des enfants et des familles de Hamilton depuis 1894.

## EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. The Society is committed to the strengthening of families, while valuing diversity and promoting equity.

**We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.**

We are currently seeking a skilled and committed individual to join our team as a:

### FUND DEVELOPMENT ASSISTANT

Temporary Part Time (up to 24 hours per week; 12-week contract)

Reporting to the Communications Department the Fund Development Assistant provides support to the The Fund Development and Communications Coordinator for the Grateful Hearts Program

#### MAJOR RESPONSIBILITIES

1. Assists the Fund Development and Communications Coordinator with managing and coordinating referrals for the Grateful Hearts Program
2. Assists with the administration, packaging and distribution of gift cards
3. Assists with maintaining an efficient and organized system of receiving financial and gift card donations from donors
4. Effectively coordinates volunteers/workers to assist with the gift card delivery
5. Assists with the data input of contact and donation information to ensure accurate data is forwarded to the Communications and Development Unit

#### Key Qualifications:

1. Diploma in a Communication/Fundraising program preferred or an equivalent combination of education and relevant experience.
2. Demonstrated project management skills including implementation of project/programs.
3. Ability to work independently as well as contribute to a cross functional team.
4. Demonstrated ability to write clear, concise reports, computer literate and able to meet deadlines and other administrative requirements.

**As an employer, The Children's Aid Society of Hamilton is committed to:**

- **A culture of inclusiveness and diversity reflecting our diverse service recipients, staff, and community alike.**
- **Providing barrier-free and accessible employment practices.**
- **In accordance with the Ontario Human Rights Code providing accommodation supports during the selection and interview process if required.**

*All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.*

Interested applicants should submit a current resume to [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com) or by or Fax: (905) 522-1089, clearly indicating the Job Posting Number (File #076/21) by **October 18, 2021**