

## Student Youth Events Assistant

### Pending Approval of Funding from Canada Summer Jobs

#### Summary of Activities:

In supervision of the Communications and Development Coordinator, the Student Youth Events Assistant will gain work experience by facilitating the planning, coordination, and execution of Dixon Transition Society's internal and external events, fundraisers, and campaigns. The youth will assist with managing event logistics, communicating with collaborators and attendees, soliciting sponsorships and donations, and conducting stewardship activities following the completion of each campaign/fundraising event. The youth will provide administrative support to the Executive Director and Communications and Development Coordinator as required.

#### Major Responsibilities:

1. Assist with the planning and execution of Dixon's annual events including Mother's Day, Scotiabank Charity Challenge, Annual General Meeting, and Christmas Jazz Concert.
2. Solicit auction items for Dixon's 10<sup>th</sup> Annual Christmas Jazz Concert
3. Manage RSVPs, send regular updates, and keep an open line of communication with event attendees
4. Develop communications strategies to raise awareness about and maximize attendance at events
5. Arrange meetings and follow-ups with event collaborators
6. Assist in the tracking and reporting of fundraising campaign outcomes
7. Provide administrative support as required
8. Perform other duties as required

#### Requirements:

- All youth aged 15 to 30, not just students, can now apply to CSJ-funded jobs
- Aboriginal youth and members of visible minority group are encouraged to apply
- Must be a Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to relevant provincial legislation and regulations
- Not hold another full-time (30 or more hours) summer job during the placement
- Will be required to provide a Criminal Records Check



transition society

shelter, guidance, & hope  
for women & children fleeing violence

## QUALIFICATIONS

### Education, Training, and Experience:

- Passion for the work we do and working with non-profits
- Experience in event planning, marketing, customer service, sales, and/or fundraising

### Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in a team setting
- Ability to take initiative, organize, prioritize, and meet deadlines
- Ability to pay close attention to detail
- Proficient in Microsoft Office (Outlook, Word, Excel)
- Access to vehicle an asset

**Start Date:** May 3, 2021 or later

**Length of employment:** 14 weeks

**Hours per week:** 35 hours

**Worksite:** Head Office

**Rate of pay:** \$15.20/hour (Minimum wage effective June 1<sup>st</sup>, 2021)

Please send Resume and Cover Letter to Mishaal Kazani, Communications and Development Coordinator, at [operations@dixonsociety.ca](mailto:operations@dixonsociety.ca)