

**Job Title:** Fundraising Coordinator (Summer Student)

**Posting Number:** 017851817-FC

**Job Type:** Part-time

**Job Location:** Work in your home-based office

**Hours per week:** 35 hours / 8-week contract

**Wage:** \$16.00 an hour

**Anticipated Start Date:** Flexible but prior to July 5, 2021.

**Deadline:** Friday May 21, 2021, 5:00pm EST

Autism Canada is seeking a student Fundraising Coordinator as part of the Fund Development Team and the Fee for Service program. The individual will work on creating fundraising campaigns, cause marketing programs and sponsorship.

**Position Description:** The Fundraising Coordinator duties will include, but not limited to, the following:

- Conduct research on prospective organizations who would benefit from our training in Recognizing Behaviours Program. More specifically those who interact with the public such as banking, public transportation, restaurants and coffee shops, grocery etc.
- Work with Sensory Support program and promoting our Sensory Support Kits in various community businesses such as ice rinks, movie theatres, public transportation, national parks, fire, police and first responder services.
- Work with Fund Development and social media to create monthly fundraisers.
- Create marketing content for our programs.
- Communicate daily with the Strategic Alignment Manager
- Conduct online research as directed.
- Show proficiency in Office 365, Google, Canva, Adobe and other software provided.

This job offers a positive learning experience in a flexible environment for an important cause focused on individuals on the Autism Spectrum and their families.

**Eligibility:**

- Live in Canada, with a home-based office.
- Legally entitled to work in Canada.
- Must be between 18 and 30 years old.
- Comfortable and effective working independently in a remote environment.

**Experience, Education and Required Skills:**

- Proficient oral and written communication skills in English,
- Computer proficiency in using the MS Office suite, with an emphasis on database management in Excel.
- Excellent interpersonal skills with a strong sense of diplomacy and professionalism
- Ability to develop creative ideas, work independently, and display impeccable attention to detail.

**Supervision:** This position will be under the supervision of the Strategic Alignment Manager

Autism Canada is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, disability, age, sexual orientation, gender identity, national origin. Autism Canada is committed to providing equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request a reasonable accommodation please contact us directly at [Apply@autismcanada.org](mailto:Apply@autismcanada.org)

**To apply please send your resume and cover letter with the position number 017851817-FC in the subject line to [apply@autismcanada.org](mailto:apply@autismcanada.org) or you can upload your resume. [here](#).**

Thank you to all candidates who apply for this position, but only those selected for an interview will be contacted.

**About Autism Canada:** Autism Canada has been the hub of knowledge and understanding about autism spectrum disorders in Canada since 1976. Together with our counterparts across the country, Autism Canada collaboratively works to share expertise, build consensus, and help inform public policy. In addition to encouraging the sharing of best practices across provincial boundaries, Autism Canada actively promotes national dialogue on the most effective strategies for building equitable access to funding and services. Autism Canada actively encourages the sharing of best practices and programs, and advocates passionately for Autistic Canadians, their families, and caregivers.

For more information on Autism Canada, please visit our website. <http://www.autismcanada.org> or social media.