

JOB POSTING



1088 Garrison Road, Fort Erie, ON L2A 1N9 www.ncnw.net infor.ncnw@gmail.com 905.871.8770

RESOURCE DEVELOPMENT ASSISTANT

Resource Development Assistant 20 - 35 flexible hr. wk. Salary Range 25.00- 28.00 pr hr.

The program is designed to create lasting resource development opportunities for the Chapter in perpetuity. By use of online mechanisms, technical enhancements, design & creation of materials and the coordination of an annual fundraising event, the Resource Development Assistant will work closely with the Executive Director. Flexibility is built into this position regarding working remotely.

QUALITIFICATIONS:

Post-secondary diploma/degree in business, design or equivalent knowledge.
Possess technical and social media skills in line with the position.
Proven ability to meet deadlines.,

DUTIES INVOLVED:

Program Social & Digital Media (Website, FB page, etc.)
Sponsor and Donor acquisition and management as required example: online campaigns, ongoing identification, outreach via newsletter, create newsletter, etc.)
Schedule Zoom Events as needed (planning, execution, etc.)
Revised Donor Materials as needed or required
Reporting - Status of Women- WAGE semi-annual & annual, Monthly Board Report
May involve grant and proposal writing
Work closely with Executive Director in planning & execution of annual event.

HOW TO APPLY: COVER LETTER, RESUME WITH **(3) EMPLOYMENT REFERENCES TO WENDY STURGEON, EXECUTIVE DIRECTOR**

edncnw@gmail.com

DEADLINE DATE: Thursday Dec. 16. 2021 NOON (12:00)

We thank all those whom apply, however only those receiving an interview will be contacted.

“This program made possible through Status of Women, WAGE funding.”