



JOB POSTING

Position Title: Community Development Assistant Student
Type of Position: July 3, 2018 –August 27, 2018– 8 weeks at 30 hours/week
Date Posted: May 25, 2018
Immediate Supervisor: Donor Relations and Communications Manager
Wage: \$14.00 /hour

Interested and qualified applicants should submit a covering letter and a resume by June 4, 2018 at 4:30 pm.

Please submit your applications to:
Nova Vita Domestic Violence Prevention Services
Attention: Fiona McFarlane
59 North Park Street
Brantford, ON N3R 4J8
Fax: 519-752-0811
Email: fmcfarlane@novavita.org

Nova Vita's Mission is to provide holistic client-centered residential and counselling services to abused and homeless women and their children and counselling services to the perpetrators of domestic violence in Brantford and Brant County.

Job Description

Position Objective

This is an exciting time to join Nova Vita. This opportunity will allow you to experience fundraising techniques, event planning, strategy planning and take initiative in finding areas to improve efficiencies within the Community Development Department.

Skills and Competencies

- Polite and professional telephone manner
- Proficient with Microsoft Office and Adobe suites
- Strong Microsoft Excel skills

- Experience with graphic or publishing software and Database management
- Able to work under deadlines
- Must have excellent interpersonal skills and able to liaise with internal and external resources
- Must be well organized and proficient in multi-tasking
- Flexible and able to take on additional duties, as assigned
- Positive and responsive

Responsibilities

- Generate new ideas and opportunities to increase fundraising and donor development and solicit corporate support
- Investigate potential for new funding sources
- Represent Nova Vita at fundraising and public awareness events and meet with supporters for funding
- Write, review and edit marketing material
- Research database for trends
- Attend Community Development team meetings
- Work closely with the Donor Relations and Communications Manager
- Provide administrative support for Reception, the Volunteer Coordinator, the Event Coordinator and the retail enterprise, Closet Couture
- Assist the Donor Relations and Communications Manager with analysis of social media
- Support the entire Community Development Team with data entry, donor relations, marketing and correspondence.

Application

If you require accessibility accommodations during the recruitment process, please notify us to arrange reasonable and appropriate accommodation.

Nova Vita is an equal opportunity employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, LGBTQI+, or disAbled to apply.

We appreciate your interest in this employment opportunity, however only those selected for an interview will be contacted.