

Fundraising & Events Intern

Employer:	Rotary Club of Sault Ste. Marie		
Posted:	1 months ago	Closing Date:	April 30, 2024
ES Job ID:	15438	Location:	Sault Ste. Marie
Sector(s):	Other	Duration:	Full Time
Salary:	19		

Job Description:

The Rotary Club of Sault Ste. Marie is hiring a Fundraising & Events Intern to assist with their fundraising endeavors and charitable projects throughout the year in support of our community. The successful candidate will work closely with Rotarians and fellow staff to maximize Rotary's impact.

Responsibilities:

Support the Take Your Pick Draw committee

- Work with the Car Draw Coordinator to track all ticket sales
- Manage organization of ticket sellers and sales outlets
- Schedule delivery and pick up of tickets o Assist with final reports

Volunteer coordination

- Facilitate the creation and growth of a volunteer database
- Arrange volunteers for Rotary specific fundraisers such as Bell Skate, Battle of the Sections, etc.
- Assist with volunteer recruitment and scheduling for ROTARYFEST

Create and update critical paths for Rotary's annual events

Assist the Rotary Golf Tournament planning committee

Work on developing potential new fundraisers and sponsorship relationships

Assist with events on an event-by-event basis

Our regular working hours are Monday to Friday, 9am to 5pm. Throughout the year, some of our events will require work in the evenings and on weekends.

The Rotary Club of Sault Ste. Marie runs many annual projects of varying sizes and programs, which will provide rich and varied opportunities for the successful candidate to expand their knowledge and experience in fundraising, sponsorship, project management, events work, volunteer management, operations, and more.

Wage: \$19 an hour

Required Skills:

We are looking for an collaborative, organized individual with a passion for helping people.

Other beneficial attributes:

- Proficiency in Microsoft Word and Excel, or Google Docs and Sheets
- Volunteer experience
- Access to a car and a full G license
- Post-secondary education with a focus in business an asset
- Most importantly, a willingness to learn



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This NOHFC-funded position will provide hands-on supervised training in the fields of Fundraising and Events. NOHFC candidates must be new entrants into the work force, are transitioning to a new career, or the unemployed or underemployed who are entering a new field; have not previously participated in a NOHFC-funded internship; are at least 18 years of age; and reside, and be legally entitled to work, in Canada.

Requirements:

Must be available for the week of July 14th to the 20th, 2024.

How to Apply:

Please send a cover letter and resumé to nilah@rotarysault.com. Applications will be received and considered until a candidate is hired.

Please apply by April 30th, 2024.

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