

Donor Relations Assistant

Canada Summer Jobs

Pending Grant Approval

Emmanuel International Canada is a global Christian organization which exists to encourage, strengthen, and assist churches worldwide to meet the needs of the poorest of the poor in their communities, demonstrating God's love, transforming lives! Emmanuel International Canada seeks to connect you to the communities in which we operate around the world. We are seeking energetic and compassionate students to join our staff.

Eligible Students:

To be eligible to participate in the Canada Summer Jobs program, an individual must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Qualifications:

- Some communications, promotions and media experience
- A willingness to assist the organization at community events
- Must be willing to sign the EICanada Statement of Faith
- Non-profit experience is an asset
- Be available some weekends and evenings

Responsibilities

- Contact EICanada Alumni
- Develop a donor relations recognition program
- Build relationships with donors
- Seek donor prospects
- Track donations and record statistics on findings, record donations, make calls to donors, prepare senior lunches, make presentations at the senior lunches
- Represent the organization at local youth groups and help with leadership



EMMANUEL
INTERNATIONAL CANADA

Salary: \$11.00/hr for 37.5 hours a week
Closing Date: April 26, 2010

Send application to personnel@eicanada.org quoting the job title **CSJ-Donor Relations Assistant**. Only those candidates considered will be contacted.