



Employment Opportunity Program Assistant / Fund-Raising Coordinator (Part-Time)

Renfrew and Area Seniors' Home Support, a Community Support Service Agency, which provides services to seniors and adults with disabilities to assist them to age well in their homes is seeking a part-time **Program Assistant / Fund-Raising Coordinator** for 21 hours a week. Reporting to the Executive Director, the **Program Assistant / Fund Raising Coordinator** will:

- Assist with the day-to-day provisions of client services.
- Co-chair the fund-raising committee and assist with the planning and execution of fundraising events.
- Coordinate fund-raising volunteers.
- Oversee publicity for the agency including newsletter, radio, promotional materials and organizing promotional activities.
- Oversee social media and website.

The successful candidate will have:

- Fund-Raising and Event Planning experience
- Possess strong interpersonal, writing and communication skills with the ability to speak comfortably in public.
- Demonstrate good organizational skills and attention to detail.
- An ability to work in a high demand environment and manage multiple priorities.
- Experience working with volunteers.
- Possess computer skills with knowledge of Microsoft Office
- Be able to lift 30 to 40 pounds.
- Have access to a vehicle.

Occasional weekend and evening hours will be required. Hourly wage of \$18.00 per hour or \$19,656.00 per year with a Health Benefit Package available upon successful completion of 3-month probation. Renfrew and Area Seniors' Home Support is committed to equality in employment and will provide accommodation for the interview when requested. Please note that no phone enquiries will be accepted and only those selected for an interview will be contacted.

Interested candidates are asked to submit their cover letter and resume by Monday, April 15th, 2024, at 4:00pm to dennis@renfrewhomesupport.ca or mail to:

Renfrew and Area Seniors' Home Support
214 Raglan St. S.
Renfrew, Ontario K7V 1R1
Attention: Dennis Harrington, Executive Director