

PCS Summer Development Assistant

Pickering Christian School Ajax, ON

\$15/hour - Contract

Position dependant on funding from Canada Summer Jobs Funding

Organization:

Pickering Christian School is an Christian Elementary school (JK - Grade 8) that has been in operation for the last 30 years in the Durham Region. Our mission at PCS is to “educate the whole child” in a nurturing environment, partnering with parents with a Bible-based perspective to develop attributes of Christ, academic excellence, and an attitude of service to others.

Start and End dates:

Start date approx. - May 14, 2018 (negotiable) End date approx. August 24, 2018 (15 weeks).

Description and Responsibilities:

We are currently seeking a Summer Development Assistant to join our team. The Development Assistant will be responsible for supporting the Development department. This position is well suited to someone who is interested in the fundraising field, education leadership or working in the non-profit sector. The job will include, but not be limited to:

- Support end of year events including 2018 Community Day, Graduation, Water Down Day and Teacher training
- Aiding with enrollment process (tracking, documentation, and communication with interested families)
- Help design/build new admissions package including but not limited to design concepts, sourcing of internal copy, pictures, graphs and charts
- Support the creation of strategic plan documentation package as well as the project launch strategy for Fall 2018
- Support the coordination and organization of Fall 2018 fundraisers including Walk-a-thon, Grandparent's Day and Strategic Plan launch
- Help develop a comprehensive roll-out plan for Advisors With Purpose program (compile mailing lists, develop mailer material and coordinate the timing of the effort)

Qualifications:

Preference to applicants with the following qualifications:

- Current enrolled and returning Post-Secondary college or university student with preference given to someone focused on fundraising/non-profit sector or education leadership fields.
- Has non-profit volunteer or employment experience
- Proficient with office software (Word, Excel, Desktop Publishing)
- Well organized and able to multi-task with the ability to problem solve
- Good communication and interpersonal skills, especially when it comes to written work

Supervision and Mentoring Plan:

The position will be supervised by our Director of Development on a daily basis while on -site. The Director of Development will outline responsibilities for daily and weekly tasks as well as provide direction when it comes to stand alone projects. A mentoring relationship will be facilitated as part of our Summer Works Employment project, where all summer students will meet with the Director of Development and review key employment strategies for problem-solving, conflict management, working with others and taking initiative. These sessions will take place monthly. There will also be exit reviews upon the completion of the position at the end of the summer.

Health and Safety Plan:

All Summer Works Employment positions will complete Ontario Health & Safety Act Online training as well as receive a walk through and explanation of all health & safety procedures for the organization.