



Job Posting

Job Title:	Fundraiser (Summer Student)
Reports to:	Director, Community Impact and Engagement
Work Location:	Burlington, Ontario
No. of position:	1
Employment Status and Duration:	Temporary Full-Time, 35 hours per week for first 8 weeks and 30 hours for next 4 weeks
Compensation:	\$17.6/hour

About the Organization

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness. It is an exciting time to be joining Carpenter Hospice as we expand our resident and community services in Burlington and surrounding areas.

Job Summary

The Fundraiser, reporting to the Director, Community Impact and Engagement, is responsible for supporting a wide range of fund development, communications, and event-related activities. This role assists with donor database tasks, fundraising campaign logistics, content creation, social media support, and the organization of fund development materials, reports, and files. The position requires strong communication skills, excellent organizational abilities, attention to detail, and the capacity to work collaboratively across teams to support effective fundraising, storytelling, and community engagement efforts.

Duties and Responsibilities

Essential Responsibilities:

- Assist the Donor Database & Records Specialist with donor related tasks
- Support logistics around fundraising campaigns and initiatives
- Assist with social media and other media planning and other communications activities
- Assist with organizing reports, metrics and other fund development documents
- Support preparation and distribution of materials for Fund Development meetings
- Capture photos at events, programs, and day-to-day activities
- Film short video clips for social media and internal storytelling
- Conduct brief interviews with staff, participants, and community members
- Gather key quotes, stories, and highlights in point form for future communications
- Organize and label photo, video, and interview files for easy access
- Assist with basic video editing (e.g., short clips, reels, trimming, subtitles)

General Duties

- Participates in staff meetings and other organizational meetings as required
- Performs additional duties as assigned to support smooth and efficient operations



Key Qualifications and Additional Requirements

- Preferably enrolled in a Public Relations, Communications, Fundraising or related post- secondary program from a recognized college or university
- Must be aged between 15-30 years old on the start date of the job
- Proficient software programs, including MS Office Suite (Word, Excel, and PowerPoint)
- Enthusiastic about supporting others and contributing to team success
- Demonstrates professionalism and discretion when handling sensitive or confidential information
- Strong attention to detail and excellent organization skills
- Ability to work under minimal supervision while managing time effectively
- Excellent oral and written communication skills
- Comfortable working in a fast-paced, dynamic environment supporting multiple priorities
- CPR/First Aid certificate an asset

Schedule of Hours

- Thirty-five (35) hours per week for first 8 weeks and Thirty (30) hours for the next 4 weeks
- Seven and half (7.5) hour varying shifts: may need to work occasional evenings/weekends to meet program/event needs

Working Conditions

- Extended periods of sitting
- Exposure to frequent interruptions
- Required to provide a satisfactory current criminal reference check (CPIC) including a Vulnerable Sector Check prior to hire
- Ability to lift 10 lbs. repeatedly
- Some travel required
- Work location: in person

How to Apply

Please submit your resume and a cover letter to hr@thecarpenterhospice.com and use the subject line: **[Job Title]**

Application – Your Name. We appreciate the interest of all the applicants. However, only qualified candidates selected for interviews will be contacted. Reference checks will be conducted for potential candidates and the information collected will be used in making the final hiring decision.

Equity and Accessibility Statement

At Carpenter Hospice, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community. Accommodation is available upon request throughout the recruitment process. We encourage applications from individuals of all backgrounds and abilities.