



FUNDRAISING AND COMMUNICATIONS ASSISTANT

About CADDAC

The Centre for ADHD Awareness, Canada (CADDAC) is a national not-for-profit organization providing leadership and support in awareness, education and advocacy for ADHD organizations and individuals across Canada. From a day to day perspective this means CADDAC organizes, builds and presents up-to-date research-based educational programs, actively advocates to government for changes that will benefit those with ADHD, their families and care providers; provides one on one support and information to parents and adults with ADHD; provides networking between ADHD groups across Canada, and strives to increase the awareness and understanding of ADHD on all levels.

The Opportunity

We are currently looking for an enthusiastic and motivated individual to join our small team. The Fundraising and Communication Assistant will split their time between fundraising and communication duties.

Details

Duration: 5 months, 15 hrs per week

Start Date: ASAP

Pay: \$16.00 per hour

Location: Downtown Toronto and remote

Responsibilities

- Database and Development Management
- Develop and execute an engaging social media plan, including digital campaigns that will align the core vision and values of CADDAC
- Conduct research on prospects, including individuals, corporations, foundations, and government agencies
- Track grant cycles, including timelines, deliverables, and reports
- Assist with the grant and fundraising database
- Maintain grant calendar and social media calendar
- Assist with writing grant proposals
- Help develop key fundraising messages for social media
- Send emails to prospects
- Help implement communications strategies
- Create posts on social media

- Assist with website updates and maintenance
- Assist with our bi-monthly newsletter
- Prepare social media trends and reports
- Create posters and flyers
- Assist with administrative tasks
- Assist with special projects

Qualifications

- Must be between 15-30 years
- Enrolled in or completed a health studies/administration, fundraising program
- Demonstrated knowledge and application of the principles of media relations, marketing and public relations
- Demonstrated experience in public relations, communication and/or journalism including writing, editing, designing, layout and production of print and electronic communications
- Demonstrated ability to deal with conflicts effectively, courteously and with integrity and credibility, to maintain discretion about confidential matters
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and social media such as Twitter, Facebook, LinkedIn, Instagram and other database programs
- Demonstrated knowledge of photo and video editing software (Adobe Photoshop)
- Excellent oral and written communication skills
- Strong research skills are essential
- Self-motivated
- Creative and innovative
- Strong attention to detail
- Ability to problem solve and suggest workable solutions
- Excellent organizational skills, time management skills, and the ability to prioritize tasks
- Strong interpersonal skills, flexibility, positive attitude, and a sense of humor
- Works well in a team environment

Assets

- Experience working for a not-for-profit or charity is an asset
- Experience writing grants
- Knowledge about ADHD or mental illness
- Ability to speak French

How to Apply

If you are interested in applying for this position, kindly send an email to info@caddac.ca with the "Fundraising and Communications Assistant" in the subject line. We thank all the applicants for their interest; however, only those candidates selected for the interviews will be contacted.