



## **The Guelph Community Foundation**

**Job Title:** Events Assistant

**Rate of Pay:** Guelph Living Wage \$21.30/hr

**Employment Type:** 10 Week Contract

**Tentative Start Date:** June 2, 2025

**Tentative Finish Date:** August 8, 2025

**Deadline to Apply:** Sunday, April 27, 2025

This position is expected to be funded through Service Canada's Canada Summer Jobs Program. Therefore, it will be offered only upon confirmation of this funding and is subject to change.

### **Job Summary:**

Working closely with staff and volunteers, this position will support The Guelph Community Foundation with its 2025 event planning and fundraising as the Foundation celebrates its 25<sup>th</sup> anniversary. The Events Assistant will assist in planning and logistics, and, for events that occur during their tenure, support the delivery of the Foundation's events and fundraising initiatives.

Understanding the power of well planned events, this role will be responsible for documenting plans, coordinating logistics, and working with the Marketing Assistant to create communications in support of events. At the end of the position, an events calendar along with processes, procedures, and kits to run upcoming events and fundraisers will be available for use by the Foundation. They will also attend staff meetings and assist with other tasks as needed.

The ideal candidate for this position has experience with event planning and demonstrates strong organizational and training skills. They will be able to work independently and have initiative as a member of a small team. They will use CRM software and will leverage their strong computer skills to create workable plans that will translate into enjoyable events.

This is a full-time hybrid remote role, based on 30 hours per week (for 10 weeks) with some in office requirements. Applicants must be able to attend weekly in office meetings at the Guelph location. As this position is offered through Canada Summer Jobs, applicants must be under the age of 30 and legally entitled to work in Canada with a valid social insurance number.

### **Beneficial Experience:**

- Knowledge of Guelph, its surrounding community, and the non-profit social sector
- Understanding of and experience with events, both their planning and delivery
- Experience working at and in the promotion of special events and fundraising

**Skills, Abilities, and Requirements:**

- Excellent communication skills (written and verbal); can communicate in various ways using clear and accessible language with a relationship building mindset
- Ability to work collaboratively and experienced in working with volunteers
- Excellent organizational skills, attention to detail, and creative problem-solving abilities
- Proficient in the use of Microsoft Office, including Outlook, OneDrive, and SharePoint
- Ability to work remotely, independently, and resourcefully

**Application Instructions:**

**Submit your resume and a one-page cover letter to [admin@guelphcf.ca](mailto:admin@guelphcf.ca) by April 27, 2025.**

In your cover letter, please answer the following questions:

1. Why would you like to work for The Guelph Community Foundation?
2. Why do you believe you would be a strong candidate for this position?
3. What work/personal accomplishment are you most proud of to date?

**Only applications received by email with both a resume and cover letter will be considered.**

The Guelph Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We invite applications from diverse populations and groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation. We thank all applicants; however only candidates selected to be interviewed will be contacted.

**About The Guelph Community Foundation**

The Guelph Community Foundation is a charitable public foundation dedicated to providing leadership in promoting community philanthropy and enhancing the quality of life for the citizens of Guelph and surrounding communities. The Foundation pools the charitable gifts of donors into permanent, income-earning endowments. A portion of the annual earned income is then granted from the endowment pool which supports a wide range of charitable programs and activities. The office is located in downtown Guelph and the staff work in a hybrid model. To learn more about us visit our website at [guelphcf.ca](http://guelphcf.ca) and follow us on social media.