



Intern, Community Events (8 Week Term)

ABOUT US

CAMPFIRE CIRCLE (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, CAMPFIRE CIRCLE donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

THE OPPORTUNITY

Are you a new event, fundraising, or marketing professional seeking to grow your skillset? Are you passionate about working in the charitable sector for an incredible cause and community? Are you looking to join a team of fun, creative and driven individuals? If so, come spend your summer with CAMPFIRE CIRCLE and help us spread the magic of CAMP!

CAMPFIRE CIRCLE is seeking an Intern, Community Events to support our Development team across a variety of fundraising initiatives. As the Intern, Community Events, you will be accountable for supporting the cultivation and implementation of fund development plans related to community events and corporate partnerships.

Reports to: Director, Corporate & Community Partnerships

Start Date: May 30, 2022

End Date: July 22, 2022

Salary: \$17.00/hour

Key Accountabilities:

1) Event Execution and Awareness Building

- a) Attend and represent Campfire Circle at various community events and corporate engagement experiences including facilitating event booths, accepting cheques and other funds, and public speaking
- b) Coordinate event packing and unpacking efforts for all events
- c) Support the administration and logistics for Corporate engagement opportunities at the Toronto office, overnight site locations, and in corporate offices, as well as others as assigned

2) Corporate and Community Partnerships Administration

- a) Work with the Corporate & Community Partnerships Administrator on effective storage and space management across the Development Department to ensure spaces remain clean, safe, and work-efficient
- b) Support the Corporate & Community Partnerships Administrator by maintaining an up-to-date inventory and organization of event supplies and merchandise
- c) Support the Corporate & Community Partnerships Administrator with mailing including, but not limited to, invoices, thank you letters, recognition items, prize packages, event supplies, and miscellaneous packages



- d) Provide support to the Director, Corporate & Community Partnerships and Officer, Corporate & Community Partnerships such as typing call reports, RE updates, meeting preparation, and other duties as assigned

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- a) Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff, supporters and volunteers
- b) Has an interest in fundraising events and the non-profit sector
- c) Has an interest in marketing and communications for events
- d) Strong verbal, presentation and written communication skills
- e) Ability to remain calm in variety of situations
- f) A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints
- g) A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects
- h) A demonstrated ability to work collaboratively in a team environment
- i) Detail oriented with great organizational skills
- j) Demonstrated professional, judgement and discretion in dealing with confidential or sensitive matters
- k) Computer literacy in Microsoft Office (Word, Excel and PowerPoint)
- l) Current driver's license and the ability to be covered by camp's insurance policy
- m) Must be between the ages of 15-30, and able to work in Canada as per the Canada Summer Jobs requirements.

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

Advantageous Criteria:

- a) Education in event management and/or fundraising
- b) Experience using Raiser's Edge, Engaging Networks and Mail Chimp
- c) Demonstrated commitment to volunteerism or volunteer sector

WORKING CONDITIONS

- a) Hybrid Position – this role will have a combination of work from home, work on location at events, and work from open office setting; amount of time in office depends on stage of event planning
- b) Includes occasionally working outside for long periods of time to support event execution
- c) In consideration of the population CAMPFIRE CIRCLE serves, the incumbent is a non-smoker
- d) This position involves considerable evening and weekend commitments, including some overnight travel to support event execution and some travel that requires driving through Ontario



APPLY

Please send a cover letter, resume to careers@campfirecircle.org with the email subject reading **Intern, Community Events**.

This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about CAMPFIRE CIRCLE, please visit www.campfirecircle.org - No phone calls please.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

CAMPFIRE CIRCLE is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/about-campfire-circle/careers/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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CAMPFIRE CIRCLE is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.