



JOB POSTING

Intern, Events

Toronto

ABOUT US

Help Bring Back the Joy of Childhood

Since 1983, Campfire Circle has delivered healing through happiness to thousands of kids with cancer or serious illness and their families across Ontario. Our programs are offered in paediatric hospitals across Ontario, in local communities, and at our medically supported overnight camps, offering year-round experiences that provide life-changing moments of joy, connection, and resilience.

And we're just getting started. Today, over 40,000 kids in Ontario face serious illness, many without access to the psychosocial support they urgently need. That's why we have a bold vision: to grow from serving 3,000 campers a year to 10,000. We're building a passionate, talented team to help make that vision a reality. When you join Campfire Circle, you become an integral part of a dynamic team helping to transform the lives of thousands of kids with serious illness, alongside our dedicated community of volunteers and donors.

Help us give back the joy of childhood to every kid with serious illness who needs it most.

At Campfire Circle, we are committed to making employment accessible by reducing financial barriers for our summer staff. All required training and certifications for your role are provided at no cost, in accordance with the terms of employment. Based on identified need, we may also be able to assist with additional job-related costs such as loaning camping equipment, outdoor clothing or gear, and coordinating transportation options. If you require assistance to help make your employment with Campfire Circle more accessible, please let your manager or HR know after you are hired and before your start date.

THE OPPORTUNITY

Do our values of care, community, inclusion, sustainability, and integrity resonate with you? And do you have a desire to join a collaborative, supportive staff team where you'll make lifelong connections and develop skills that will support your success in your future chosen career path? If so we encourage you to apply through our on-line [Campfire Circle Summer Staff Application Form - 2026](#).

We are searching for Intern, Events to support our Development team across a variety of fundraising initiatives this summer. This posting is for an existing vacancy for the upcoming summer season.

Reporting to the Senior Development Officer, Events and/or the Manager, Campaign Events & Special Projects, the Intern, Events role is accountable for supporting the cultivation and implementation of fund development plans related to signature, partnership and engagement events.

Start Date: April 27, 2026

End Date: August 21, 2026

Rate: \$18.50/hour



Key Accountabilities:

1. Signature & Partnership and Engagement Events

- a. Provide administrative, logistical and execution support to the Events team in support of the 2025 fundraising plan including but not limited to the Sporting Life 10K, Bonfire Bash, R4//Campfire Circle and Tour d'Epicure cycling events, Open Houses and a variety of engagement events
- b. Support in event participant engagement plan which includes outbound fundraising and engagement support
- c. Support the pre and post event set up as required supporting all packing, event supply organization and onsite event activations
- d. Support the execution of key engagement events focused on stewardship and cultivation of new partners in relation to guest management and event experience
- e. Represent Campfire Circle at a variety of signature, partnership and engagement events through event activations and to engage participants and support event execution
- f. Participate in and contribute to team and planning meetings throughout internship term

2. Administration

- a. Support the mailing of event supplies and stewardship items
- b. Support in post-event analysis reporting
- c. Assist in the execution of effective stewardship strategies to strengthen donor and fundraiser relationships, creation and distribution of recognition frames and token appreciation gifts and donor thank you calls, as assigned
- d. Update Raiser's Edge with donor and event intelligence as required, including updating actions, notes, proposals, relationship connections and event participation
- e. Support the tracking, monitoring, list pulling, data input and reporting of event information through Race Roster (for Sporting Life 10K), Engaging Networks and MailChimp

ABOUT YOU

In accordance with our mandate of creating a caring and safe environment for children with serious illnesses and their families, we require an attestation of childhood vaccinations, criminal record checks and vulnerable sector screenings depending on the age of the applicant. Seasonal boosters against Influenza and the most recent circulating strain of COVID are strongly encouraged. We also require TB testing for all our program-facing staff. Additionally, all our staff are required to be currently eligible to work in Canada and for Campfire Circle.

Our Campfire Circle summer staff bring boundless enthusiasm, a can-do attitude, and a commitment to creating unforgettable and meaningful experiences for campers and their families. Come join the Circle!

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 G2 or G class driver's license and the ability to be covered by camp's insurance policy.
- m. New employees who are under 30 years of age at the time of hire will have their Criminal Record Check completed by the Organization, while those who are 30 years of age or older are required to obtain a Criminal Record Check with Vulnerable Sector Screening.

Advantageous Criteria:

- a. Education in event management and/or fundraising
- b. An understanding of the power of camp
- c. Experience using Raiser's Edge, Engaging Networks and MailChimp
- d. Demonstrated commitment to volunteerism or volunteer sector

Particular Working Conditions:

- a. Hybrid work from home and work from open office setting, amount of time in office depends on stage of event planning (at minimum, in office 3-4 days per week)
- 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 a few times a year and some travel that requires driving through Ontario.

HOW TO APPLY

Qualified applicants are encouraged to apply through our online [Campfire Circle Summer Staff Application Form - 2026](#).

Don't meet every single requirement in this posting? Studies have shown that people of colour and individuals who are female identifying, are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification or requirement we encourage you to apply anyways. You may be just the right candidate!



All tools may be utilized at any stage of recruitment for this role. 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.

HEALTH AND WELLNESS

Campfire Circle acknowledges that the overall health and wellness of you and your family are important; for this reason, we offer an employee assistance program accessible to all our summer staff team members.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

Campfire Circle is deeply committed to fostering a diverse and inclusive workforce that reflects the rich diversity of the communities we serve. We welcome applications from racialized persons/persons of colour, Indigenous People from North America and around the world, persons with disabilities, 2SLGBTQIA+ individuals, and those who bring diverse perspectives and experiences. Our commitment is to provide equitable employment opportunities to all and to maintain a work environment 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/work-at-campfire-circle/>, 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 acknowledges that we operate on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit and Métis peoples.

On this land, we are grateful to share the magic of camp with children and families, and we endeavour to create a community of joy, hope and healing. Acknowledging the land that we occupy is just one small step on the path towards Truth and Reconciliation.