



Intern, Events (18 Week Term)

ABOUT US

Campfire Circle 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, Events to support our Development team across a variety of fundraising initiatives. As the Intern, Events, you will be accountable for supporting the cultivation and implementation of fund development plans related to signature, partnership and engagement events.

This role reports to the Senior Development Officer, Partnerships & Events & the Associate Director, Partnerships & Events.

Start Date: April 24, 2023

End Date: August 25, 2023

Rate: \$17.00/hour

Key Accountabilities:

- 1) **Signature & Partnership, and Engagement Events**
 - a. Provide administrative, logistical and execution support to the Strategic Partnerships & Event team and the support of our 2023 fundraising plan including but not limited to the Sporting Life 10K, Gala, Open Houses, R2//NYC and Tour d'Epicure cycling events.
 - b. Provide administrative, logistical and execution support for the team's stewardship, cultivation and engagement events.
 - c. Provide customer service to donors and fundraisers including supporting general email management and answering calls to the event line.
 - d. Support the packing and unpacking of supplies from events, including organizing and purchasing supplies as needed.



- e. Support external outreach to aid in recruitment and solicitation of donors, fundraisers, vendors and sponsors as assigned.
- f. Represent Campfire Circle at a variety of signature, partnership and engagement events through event activations, actively engaging participants and supporting event execution.

2) Administration

- a. Support the mailing of event supplies and stewardship items.
- b. 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.
- c. Update Raiser's Edge with donor and event intelligence as required, including updating actions, notes, proposals, relationship connections and event participation.
- d. Support the tracking, monitoring, list pulling, data input and reporting of event information through Race Roster (for Sporting Life 10K), Engaging Networks and MailChimp
- e. Other duties as assigned.

ABOUT YOU

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. Additionally, all of our staff are required to be currently eligible to work in Canada.

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, comfortability driving, and the ability to be covered by Campfire Circle's insurance policy.



Advantageous Criteria:

- a) Education in event management and/or fundraising
- b) Experience using Raiser's Edge, Engaging Networks and MailChimp
- c) Demonstrated commitment to volunteerism or volunteer sector
- d) Ability to travel to US.

Particular Working Conditions:

- a) This role will work primarily in person, with 2 days per week working from home. Periods prior to and after events, work in person will be 5 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 and potentially the U.S.

TO APPLY

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

Don't meet every single requirement in this posting? Studies have shown that women and people of colour 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! Campfire Circle understands that the costs of training and certifications can be a barrier to accessing employment. As such we are committed to providing full reimbursements for expenses related to employment at Campfire Circle.

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 have partnered with Homewood Health to create an employee and



family assistance program which is accessible to all of our seasonal and year round staff members and their families.

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- the traditional territory of many nations such as the Mississauga's 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. We aspire to be deserving stewards of the land, in partnership with them.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.