

## Fund Development Assistant - Summer Student 2023

**May 2023**

**Hours of Work:** 35 / week working 9a-4:30p Monday to Friday

**Length of Employment:** Term: June 20- August 18, 2023

**Hourly Wage:** \$17.50

**Open to:** Internal/External

*YWCA Regina Inc, established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families and that the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women and a trusted partner in addressing the most complex community issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.*

### YWCA Regina Inc. Values

**Respect:** *Everyone is deserving of an equitable and judgement free environment*

**Inclusion:** *Everyone has an equal voice*

**Trust:** *Our work is done with integrity and authenticity to maintain the trust we have gained in our community*

**Encouragement:** *We meet people and community where they are to support where they want to be*

**Resiliency:** *We address difficult conversations and community issues*

*YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In addition, YWCA Regina is committed to creating a safe, inclusive, and accessible services and spaces for Gender and Sexually Diverse Persons. YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships, organizational processes, advocacy, and practices perpetuate the marginalization of Indigenous peoples, Black people and Gender and Sexually Diverse people. YWCA Regina is committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples. YWCA has established commitments that outline the implementation of new practices and procedures involving actionable changes to policy, systems and governance.*

### **Position Description:**

Under the supervision of the Senior Director of Fund Development, the Fund Development Assistant will be responsible for working collaboratively in varying areas of fundraising, event planning, and communications at YWCA Regina. In this position, the right individual will bring a dynamic skill set specializing in Communications, a passion and interest in fundraising and advocacy, and an affinity for teamwork to a fast-paced and unique work environment. The Assistant will be responsible for supporting the Fund Development Team in the execution of their daily responsibilities as identified below.

### **Responsibilities:**

- Assist in the creation of communications such as newsletters, press releases, internal and external communications
- Assist with the creation of social media graphics, copy and content, including advocacy content
- Assist with monitoring social media channels and scheduling content across all platforms
- Create engaging multimedia for advertisement and promotion: assist with development, storyboarding and creation of video related content for YWCA Regina
- Assist with general tasks related to event planning including sourcing vendors, communicating with event participants, creating sponsorship proposals, and researching event trends
- Assist with event set up, execution and tear down of in-person events
- Assist with donor stewardship and communications as needed, such as card writing
- Other tasks as assigned

### **Qualifications:**

#### Required:

- A strong passion for and interest in non-profit work and advocacy
- Excellent written and oral communication skills
- Literacy in Microsoft Office 365 programs, including Excel.
- Basic office administration skills (editing, printing, mailing, etc.)
- Communications experience, including graphic design, writing, social media asset creation
- Basic videography and photography skills
- Social Media knowledge and literacy
- Knowledge of Canva
- Able to work efficiently and problem solve when needed in fast-paced situations
- Ability to lift 30lbs when required for event set up
- Available for occasional evenings and weekends

#### Assets:

- Competency in WordPress
- Knowledge of Adobe products (Acrobat, Photoshop, Illustrator, Premier Pro, and InDesign)
- Driver's license and access to vehicle

### How to Apply:

INTERNAL: Submit a letter of interest to: [chelseyl@ywcaregina.com](mailto:chelseyl@ywcaregina.com) by 2023-05-26

EXTERNAL: Submit a covering letter, and resume, including three professional references with both Email and telephone contact information to: [chelseyl@ywcaregina.com](mailto:chelseyl@ywcaregina.com) by 2023-05-26

We invite applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Metis, or Inuit) in the cover letter and/or resume.

Please clearly state the position for which you are applying. We will reach out to applicants selected for an interview, no phone calls please.

