

300 Lacroix St. Unit 5 | Chatham, ON | N7M 6M6
Phone: 519-354-0520 | www.ctcf-ck.com
RN: 82482 8354 RR0001

The Children's Treatment Centre Foundation of Chatham-Kent works to raise community awareness and funds for the Children's Treatment Centre of Chatham-Kent (CTC-CK).

Position Summary:

The Children's Treatment Centre Foundation of Chatham-Kent (CTC Foundation) is seeking an outgoing and highly organized **Events and Community Development Specialist** to assist with the management of daily business activities and administrative tasks. Reporting to the Manager of Communications and Donor Relations, the Events and Community Development Specialist, responsibilities include assisting with daily administration, donor and community events, and project management.

To be successful as an Events and Community Development Specialist, you should be able to resolve problematic situations efficiently and have excellent communication and organizational skills. Ultimately, an outstanding Events and Community Development Specialist is best suited to someone who thrives in a dynamic workplace where every day is different, loves keeping things organized, and has strong communication skills. The person in this role works in a team environment, is proactive, has a strong work ethic, has excellent administrative skills, loves to work with people, and presents themselves as an ambassador for the CTC Foundation.

This is a full-time (35.0 hours) 1-year contract position with a 3-month probationary period. Full benefits package, HOOP pension, 2 weeks vacation, and an additional 2 weeks for holiday shutdown in December.

Essential Duties and Responsibilities:

- Assisting with the planning, organizing, and execution of conferences, events, and donor engagement activities
- Assisting with the management of daily operational activities
- Performing administrative tasks, such as making and scheduling meetings
- Assist in the planning and development of marketing materials, including website, social media, and direct mail.
- Managing office supplies and the maintenance of office equipment
- Assisting with project management for events, grants, and capital campaign activities

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- Provide accurate, responsive, and professional administrative and strategic support to the fundraising team.
- Preparing and maintaining operations documents and reports.
- Perform other related tasks as necessary or appropriate.

Professional Responsibility:

- Adheres to all policies, procedures, and best practice guidelines of the Children's Treatment Centre Foundation of Chatham-Kent and any regulating, professional, and accrediting bodies.
- Understands and promotes the culture of philanthropy at Children's Treatment Centre Foundation of Chatham-Kent and serves as a philanthropic ambassador within the organization and in the community.

Education, Skills & Experience:

- Secondary education in Business/Project Management/Marketing required, bachelor's degree preferred or equivalent experience.
- Minimum of 2 years related fundraising experience, preferably in a health or social services-related organization.
- Experience in office management or an administrative role.
- Excellent communication and interpersonal skills with an aptitude in building relationships
- Excellent organizational and time management skills
- Excellent writing, proofreading, and editing skills with demonstrated ability to write clear engaged copy for a variety of communications.
- Self-motivated, strong work ethic, positive attitude, and excellent attention to detail
- Proficiency in computer and internet skills, including Sumac, Word, PowerPoint, Excel, Outlook, Hootsuite, WordPress, and social media platforms.
- Ability to multitask and prioritize.
- Ability to handle confidential matters.
- Ability to work independently and reliably within a team environment.
- Self-starter with strong problem-solving skills
- Ability to lift objects that are 23kg. or less.

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- This position will involve frequent local travel in a rural setting: a valid driver's license and regular access to an insured vehicle are required.
- Able to work occasional nights and weekends, lieu time will be given.
- Work is mainly performed in an office environment.
- Police clearance for working with vulnerable persons is required.

Conditions of Employment

Offer of employment is contingent upon satisfactory outcome of background checks i.e., professional references, education verification, criminal background check, and vulnerable sector check.

Salary: \$23.00 to 28.00 per hour plus benefits and HOOP pension.

CTCF is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. This includes diversity in languages spoken, culture, race, sexual orientation, and gender identity. Requests for accommodation due to disability can be made at any stage in the recruitment process.

We thank all applicants for their interest but only those selected for further consideration will be contacted.

The Children's Treatment Centre Foundation of Chatham-Kent raises awareness and funds for the Children's Treatment Centre so that children can develop their unique interests and reach their highest potential.

Send Resume to: lcaron@ctcf-ck.com

Closing date March 15 2024