



<b>March 1, 2018</b>	<b>JOB POSTING:</b>
<b>Position Title</b>	Fund Development Assistant, Trainee (Summer Student Contract: April 29, 2019 to August 30, 2019)
<b>Reports To</b>	Country Director Canada
<b>Division</b>	Canadian Headquarters
<b>Location</b>	Toronto Office, 588 Richmond Street, Toronto, ON, M5V1Y9

Movember Foundation Canada is looking for an energetic and motivated post-secondary student to join our team to provide coordination and support in the planning and organizing of Movember campaign activities. Specific emphasis of responsibilities will be in the areas of support to fundraising and community engagement areas, as well as assisting the broader team with outreach to engage Indigenous communities in the work of Movember. This individual will work closely with the entire Movember team learning valuable new office and non-profit management skills to support Movember's mission to have an everlasting impact on the face of men's health.

### Organization Summary

Movember Foundation is a global men's health charity that is focused on helping men and boys live healthier and happier lives. Founded in 2003, the Foundation has been in Canada since 2007 raising funds to support better health outcomes in the areas of prostate cancer, testicular cancer and men's mental health and suicide prevention. Movember is currently funding programs to support Canadian Indigenous men and boys live healthier and happier lives.

### Duties and Responsibilities

- Provides administrative support and conducts online research to support Movember Foundation's mission.
- Provides support to community engagement, special events, and development teams to increase results.
- Assists Movember Foundation in the development of an outreach strategy to encourage more participation of Indigenous peoples in Movember campaigns, programs and events.
- Assists in the development and upkeep of plans, critical paths, meeting minutes, report updates, budgets, stewardship/recognition, donor communications, etc.
- Maintains Salesforce database content related to assigned tasks including data entry, merging of records, etc.
- Attends and assists Movember hosted and third-party community events as Foundation representative as appropriate.

### Qualifications

- Currently enrolled post-secondary education (degree or college diploma or certificate) with the intent to return to studies in September 2019.
- Career ambition in non-profit office administration and management, including events and fundraising.
- An interest in developing a career in the non-profit sector or fundraising for charity.
- Friendly and professional demeanor, with a positive attitude and passion to help others.
- Good communication skills, verbal and written and good organization skills.
- Some experience working with computers and Microsoft Office applications such (Word, Excel, Outlook, PowerPoint, mail merges) and online internet search engines.
- Strong work ethic and high energy.
- Availability to sometimes work flexible hours, including occasional evenings and weekends.

*The duties may be amended from time to time.*

If you are passionate about men's health and committed to making a difference, we'd love to hear from you!

To apply, please submit your cover letter and resume along with three references to [ken.aucoin@movember.com](mailto:ken.aucoin@movember.com)

**\*\*Applications will be considered on a rolling basis until a suitable candidate is identified and offered the Summer Student Career Placement position.**

*Movember Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. We thank all applicants for their interest in Movember Foundation however only those selected for an interview will be contacted.*

*The position is subject to Government funding. Candidate must be registered with Miziwe Biik Aboriginal Employment and Training (an Indigenous post-secondary student – Metis, First Nations or Inuit and reside in the Greater Toronto Area).*

**Funding for this position is generously provided by:**



Miziwe Biik  
Aboriginal Employment and Training

Service  
Canada