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Sistering – A Woman's Place

JOB POSTING

Position:	Development Assistant
Term:	(8 weeks) Full Time
Reports to:	Fund Development Coordinator
Hours:	35 hours per week including some evenings and weekends
Location:	957 Bloor St W or remote
Posting Date:	June 15, 2020
Application Review:	Ongoing
Application Deadline:	June 22, 2020

Sistering is a multi-service agency which offers practical and emotional support to women and trans people facing a variety of challenging life circumstances, including poverty, homelessness, social isolation, mental health and trauma histories.

Our Vision

Sistering envisions a world where all women and trans people, in all our diversity, are valued; a world where we are safe and supported, treated with dignity, and given the respect we deserve. When opportunities are just and equitable, we can live life on our own terms.

Our Mission

Our goal is to create a safe, non-judgmental space for women and trans people who are socially isolated, poor, homeless or precariously housed. Guided by principles of Anti-Oppression and Anti-Racism, Sistering works to change the social conditions that endanger women and trans people's welfare.

What We Do

Sistering's programs include a low-barrier 24/7 Drop In, Housing and Case Support, Harm Reduction, Peer Outreach, On the Path to Employment and Spun Studio social enterprise, and individual and systemic advocacy.

How We Do It

Sistering operates on a trauma-informed and relationship-based model and our harm reduction philosophy is a core element of all the work we do: we are here to respond to participants' needs, where they are at, in the moment, to support participants to learn how to reduce harm and/or increase safety. And we recognize that their lives have meaning and value.

Position Summary

The Development Assistant will work under the supervision of the Senior Fund Development Associate and with the Development and Communications team to support the team's goal of soliciting, tracking, and stewarding all donor and funder relationships. Duties will include attending and assisting at fundraising events, communicating with current and prospective donors, updating donor database, and assisting with in-kind donations. This position falls under the Canada Summer Jobs Program and applicants must be below 30 years of age and legally eligible to work in Canada.

Responsibilities:

- Attend fundraising events and assist supervisor and team members during fundraising events
- Communicate with current and prospective donors based on supervisor's direction
- Update donor database to reflect accurate and updated information
- Assist with organizing and handling in-kind donations
- Build and maintain relationships with donors and organizations
- Ensure that all fundraising aspects are well organized and updated
- Other duties as assigned

Qualifications:

- Strong communication skills, both written and oral, and ability to build effective relationships with participants, team members and community partners
- Understanding of (and experience working in) programs serving women with complex intersecting needs including homelessness, mental health issues, addictions and histories of trauma
- Ability to learn quickly and work in a fast paced environment
- Strong organization, attention to detail and time management skills
- Proficient with Microsoft Office Suite, Salesforce and knowledge of client management database
- Maintain a strong sense of confidentiality
- Additional languages besides English an asset

Work Conditions:

The Development Assistant works in the office and community with external accompaniments. There may be the risk of exposure to potentially unpredictable behaviours and situations. Sistering is a 24/7 operation. This work environment is a pet friendly facility and employees will be expected to be in the proximity of animals.

Compensation: \$15 per hour

We are an equal opportunity employer who values diverse lived experience. We welcome applications from individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code.

If you are contacted by Sistering regarding a job opportunity and need accommodation throughout the hiring process, please contact humanresource@sistering.org.

To apply, please send your resume and a cover letter to: humanresource@sistering.org

Subject: Development Assistant (Summer Student)