



EMPLOYMENT OPPORTUNITY

Position: Fundraising Coordinator

Responsible to: ParaSport and Recreation PEI Fundraising Supervisor

Candidates should possess the following qualifications:

- Strong interpersonal skills;
- Excellent management and organizational skills;
- Strong verbal and written communication skills;
- Highly motivated and an ability to work independently;
- Demonstrates flexibility and dependability;
- Ability to represent the organization in a professional manner;
- Computer skills in software such as Microsoft Word, Excel, Email, etc.
- Considerable experience in a related field would be considered an asset.
- Knowledge of and experience with individuals with a physical disability;
- Must be able to work some evenings and weekends.

Job Description Outline:

- Responsible for contacting Island Businesses to sell tickets for the annual fundraising campaign.
- Update and maintain business database as required.
- Answer and respond to phone calls, voicemails and emails.
- Perform other duties as assigned by the Fundraiser Supervisor and/or Executive Director.

Terms of Employment: Temporary, Part Time Employment. The hours per week are 20-35 hours. Start date is **August 26, 2021**.

Rate of Pay: \$13.50/hour

How to Apply:

Interested individuals are invited to submit a resume with a cover letter and references by **Friday, August 13, 2021:**

In person: ParaSport and Recreation PEI, 40 Enman Cres., Room 123, Charlottetown, PE

Email: info@parasportpei.ca

Fax: 902-368-4548

Please note that only applicants being interviewed will be contacted.