



## An Internship Opportunity

UNICEF is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfil their potential. Our work for every child relies entirely on voluntary support, including donations from generous Canadians.

### Community Engagement Representative

*(12 week contract starting Jun 12, 2023; 30 hours a week, remote, based in Toronto)*

This is an opportunity for an individual to learn more about fundraising at UNICEF Canada while offering day-to-day operational and administrative assistance for our Community Engagement campaigns, programs and events.

This Community Engagement Representative will support our engagement of community-based fundraisers across Canada. We are seeking an individual with knowledge in executing campaigns, donor journeys and communication plans as well as having a keen interest in developing and maintaining strong relationships with current and prospective fundraisers.

The Community Engagement Representative will also provide administrative support to the Community, Signature Events and Development team as required.

The ideal candidate:

- Has experience or a keen interest in fundraising.
- Is an excellent communicator with strong verbal and written communication skills.
- Adopts a creative approach in engaging with groups and individuals to create most impact for children.
- Identifies opportunities to strengthen existing campaigns and programs.
- Has enthusiasm to learn and grow in a fast-paced fundraising environment.
- Is detail-oriented and will be flexible to changing priorities as the need arises.
- Has exceptional PC proficiency using Microsoft applications.
- Has knowledge of CRM databases i.e. Raiser's Edge (an asset).
- Is bilingual in English and French (an asset).

*Compensation: \$23.15 per hour.*

For consideration, please submit your resume and cover letter as one document to [careers@unicef.ca](mailto:careers@unicef.ca) by May 22, 2023. Please reference "**Community Engagement Representative**" clearly in the subject heading.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.





UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Safeguarding Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.

