



CANADA

Where childhood thrives, war does not.

Position Title	Project Assistant, Creative Partnerships & Events (Summer Intern)
Start Date	July 5, 2021
Location	Remote
Time Commitment	5 days per week for 8 weeks (flexible hours and some evening and weekend work may be required)
Background	War Child Canada is a registered Canadian charity based in Toronto. Working with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice, War Child Canada also takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act. War Child Canada works in Afghanistan, the Democratic Republic of Congo, Iraq, South Sudan, Sudan, Uganda, and Yemen.
Position Summary	<p>War Child is seeking a highly motivated, organized and enthusiastic individual to assist the Creative Partnerships and Events team with their fundraising activities, event planning (virtual, hybrid, and live events), content creation, partnership development and execution, artist and creator outreach, research, and other duties.</p> <p>The Project Assistant role requires a strategic thinker with time management, good communication, and project management skills. You should have a passion for connecting social change and fundraising with popular passion points (music, entertainment, fitness) and culture across the digital and events landscape. Must be well-organized and competent in vendor management.</p> <p>Experience with live and/or virtual events, graphic design, copywriting, and content creation is an asset.</p> <p>Taking direction from the Senior Manager, Creative Partnerships and Celebrity Engagement, this individual will work diligently to support and increase War Child Canada's profile and revenue.</p> <p>Must be able to work remotely.</p>
Responsibilities	<p>This summer position takes place in a fast-paced, productive work environment. You will acquire important transferable skills in fundraising, event management and business development under the guidance of experienced and successful professionals.</p> <p>The assignment includes:</p>

	<ul style="list-style-type: none"> • Assist with the planning of integrated, high-impact fundraising events and campaigns (virtual and live). • Assist with logistics and planning of War Child’s online programming and virtual fundraising events. • Graphic design and basic video editing of promotional and marketing content. • Contribute to vendor and sponsor outreach and management. • Project management including building workback schedules and ensuring timely partnership tracking and fulfillment. • Assist in the development of creative partnership, sponsorship, and influencer/celebrity engagement materials. • Writing of solicitation materials, partnership reports, donor follow-up and reports as required. • Analysis of industry landscape including researching event, artist /celebrity and brand partnership opportunities. • Assist with departmental reporting and financial reconciliations, updating tracking documents. • Attend and report meetings. Produce contact reports post-meetings. • Coordination of department activities calendars. • Assist with other research, writing and providing administrative support as required.
<p>Qualifications</p>	<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Experience in integrated event planning and/or corporate social responsibility. • Relevant experience within digital and event planning environments with a strong interest in community engagement, fundraising, and partnerships. • Experience coordinating with cross-functional partners. • Graphic design, content production, and video editing skills are an asset. • Experience in nonprofit fundraising is an asset. • Excellent written and oral presentation and communication skills. • Excellent organization and logistical skills. • Detail-oriented and resourceful self-starter with demonstrated ability to lead and take initiative. • Ability to collaborate effectively with other team members. • Solid computer and design skills including Microsoft Office, Outlook, Adobe Photoshop, Illustrator, Canva, and/or video editing applications are preferable. • Experience in the startup ecosystem a plus.
<p>Compensation</p>	<p>\$16 per hour</p>
<p>Application process</p>	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of ‘Project Assistant, Community Engagement – [insert your name]’</p> <p>Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada’s Child Safeguarding Policy and Prevention of</p>

	<p>Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit www.warchild.ca.</p>
Deadline	May 28, 2021