



Heart & Stroke Foundation
200-119 14 Street NW
Calgary, AB T2N 1Z6

Campaigns Assistant Calgary, AB

Contract ending August 31, 2018, full time 35 hours per week
Funded in part by Employment and Social Development Canada (ESDC)

When the staff of the Heart & Stroke put their hearts into it – they get real results that change lives. We are a volunteer-based health charity dedicated to fighting cardiovascular disease. We do so by raising funds to support critical research, and by helping people reduce their risk of heart disease and stroke through risk factor awareness and by promoting healthy lifestyles. We are united by five core values: a passion for health, learning every day, embracing diversity, making a difference and being extraordinary together.

We are seeking an enthusiastic, flexible and adaptable student, between the age of 18-30, for the role of Campaigns Assistant to work on the Heart & Stroke campaigns including Calgary Canvass, Jump Rope for Heart, Big Bike and My Own Fundraiser in our Calgary Area office. Reporting directly to the Area Manager, you will be responsible for assisting in various aspects with a focus on achieving program goals through ongoing increased productivity.

KEY ACCOUNTABILITIES

Event Management

- Assisting with event logistics at community events

Business Development

- Recruiting events in Calgary and surrounding rural areas
- Preparing and distributing sales kits and materials

Business administration

- Financial entry reporting and data management
- Replying to public requests
- Counting offline donations and tracking online donations.
- Reconciling individual donations for pricing

QUALIFICATIONS

- Sales or marketing experience
- Ability to be physically active for long periods of time
- Ability to interact enthusiastically and professionally with people of differing ages, personalities and cultures
- Some bookkeeping exposure would be an asset
- Proficient with Microsoft Office
- Demonstrated data entry skills; ability to accurately enter data into a database program
- Understands and exercises appropriate levels of confidentiality
- Flexible/adaptable, able to work in a fast paced, ever-changing environment; able to effectively manage a demanding schedule and prioritize responsibilities
- Valid driver's license and access to a vehicle for travel within Calgary and surrounding areas

ESDC QUALIFICATIONS

- Was registered as a full-time student during the preceding academic year
- Intends to return to school on a full-time basis during the next academic year
- Is a student in a secondary, post-secondary, vocational or technical program
- Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the immigration and Refugee Protection Act and
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

If you enjoy a fast paced, deadline oriented work environment, please apply to donna.kwan@heartandstroke.ca by May 18, 2018. We thank all who apply however only those who meet the qualifications will be contacted.

At Heart & Stroke, our employees make a difference. We therefore encourage applications from Indigenous students, students who are a member of visible minority and students with a disability.