



**Summer Fundraising & Communication Assistant – Full Time, Temporary Contract
Hamilton, ON
Contract Dates: Summer 2024**

Position subject to approval by Service Canada – Canada Summer Jobs

Position Description: The Fundraising & Communications Assistant position at 541 Eatery & Exchange involves contributing to the planning and execution of events that support the organization's tenth anniversary celebrations. The role will also provide support to 541's communications team through the curation and creation of content for social media, and the development of content for the website.

About 541 Eatery & Exchange: We are a pay-it-forward cafe working to help our neighbours overcome the impacts of isolation, poverty, and injustice by cultivating a community of mutuality in our neighbourhood. Inspired by our Christian values, we are dedicated to welcoming all our neighbours inclusive of their circumstances, identity, and status.

Location: 541 Barton St. East, Hamilton, ON

Hours of Work: Full time, 30-35 hours per week. Flexibility is required to meet organizational needs. This position is a temporary contract lasting minimum 8 weeks, maximum 16 weeks.

****Position length and hours subject to approval by Service Canada.***

What You Will Be Doing:

- Working with the Fundraising Coordinator and Executive Director to:
 - *Contribute to the drafting of communication materials, including press releases, social media posts, and newsletters, to promote events and fundraising initiatives.*
 - *Develop content and support design work for the website*
 - *Provide on-site support during events, ensuring a seamless and enjoyable experience for attendees.*
 - *Engage with the Hamilton community to enhance awareness of 541 Eatery & Exchange's mission and events.*

- Working with the Social Media Coordinator to:
 - *Manage and curate content for the organization's social media platforms, including Facebook and Instagram.*
 - *Develop and maintain a content calendar to ensure a consistent and engaging online presence.*
 - *Create visually appealing and compelling content, including graphics, images, and short videos, to promote events, initiatives, and the organization's mission.*

What You Will Need: The successful candidate should demonstrate a strong ability to work on a team while also working independently. A creative mindset with a passion for community engagement is an asset!

Canada Summer Jobs Eligibility Requirements:

- Be between the ages of 18-30 at start of employment
- Be a Canadian Citizen, Permanent Resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be in possession of a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada
- Be available to work for the duration of the contract
- For more information, visit:
<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html>

Education/Experience: Priority given to those with experience studying or working in event planning, marketing, or donor relations. Non-profit experience is an asset. A passion for building community through hospitality and food is most important!

Remuneration: \$18/hr; hours and position length subject to approval of Service Canada – Canada Summer Jobs.

Our space, services, and employment are open to folks of every gender, race, religion, and sexual orientation. 541 seeks applicants who embrace our values and beliefs around respect for the dignity and diversity of our staff, volunteers, and community members.

To apply: Please send your resume to: careers@fivefortyone.ca.

We thank all applicants; however, only applicants that are being considered will be contacted.