

Looking Glass Foundation for Eating Disorders
Fundraising & Events Assistant

Overview

The Looking Glass Foundation provides programs and services that decrease isolation, instill hope, and sustain recovery for individuals across British Columbia who are impacted by eating disorders.

In 2022 we are celebrating our 20th Anniversary. We are poised for growth and are seeking an outstanding person to help make it happen.

You know that recovery from an eating disorder is possible, and you share our belief that no one should have to struggle alone with this illness. If you bring empathy toward individuals impacted by mental health issues, we look forward to meeting you.

We are looking for a team player with a high level of motivation, patience, excellent organizational skills, and a willingness to provide support wherever needed. Alongside your colleagues, you will help Looking Glass enhance and expand our impact. As a member of the Looking Glass community, you embrace our Values: Compassion, Hope, Integrity, Accessibility, Collaboration, Accountability and Courage.

Please Note

This position is part of the Government's Canada Summer Jobs program. This is a contract role, 20-30 hours / week at \$19 / hour, for 8-12 weeks, with a **start date in June**. There is a possibility of the contract being extended to a permanent part-time role.

Candidates must be between 17 and 30. We particularly welcome applicants who represent diverse communities or perspectives. Current or recent Looking Glass Volunteers are encouraged to apply.

The successful candidate must be a Canadian citizen, permanent resident, or person for whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

This is an in-office role. The successful candidate must be fully vaccinated for Covid-19.

Working in a Team Environment,

You will provide support, including but not limited to:

A. Support our Director, Development:

- Administrative support in relation to donor outreach, stewardship, and stewardship
- Data entry using our Donor Management System, Canada Helps
- Cleaning up documents, spreadsheets and fundraising folders
- Ad hoc fundraising tasks including logistics and communications
- Support any upcoming fundraising events or community initiatives
- Build Event Sponsorship Reports
- Fundraising research

B. Compile and organize testimonials from program volunteers and participants

C. Support with communications: monitoring social media platforms, updating website content and utilizing Mail Chimp

D. Monitor emails and phone messages, providing information and directing inquiries as needed.

E. Provide occasional support to the Programs Manager and Executive Director

Eligibility

- High School Diploma required
- You will provide three references

Qualifications and Attributes

- Highly proficient with Microsoft 365 (One Drive, Outlook, Word, Excel)
- Well organized and detail-oriented, with proven ability to effectively manage multiple priorities
- Demonstrated administrative expertise
- Adhere to the high degree of confidentiality
- Technologically proficient, with the ability to easily adapt to a variety of digital platforms
- Event planning experience is an asset
- Comfortable with design and programs like Canva is an asset
- Compassionate, with a professional demeanor and positive attitude
- Experience volunteering or working in a non-profit environment would be ideal
- Strong written and verbal communication skills
- Clear Criminal Records and Vulnerable Sector check

To Apply

Please email your **cover letter and resume in a single PDF file**, to sarahclark@lookingglassbc.com with **F&E Assistant in the email subject line**.

Applications are being accepted immediately and review will be ongoing until the successful candidate is confirmed. Due to the volume of applications, only individuals selected for interviews will be contacted.

Thank you for your interest in Looking Glass Foundation.