



THIS OPPORTUNITY IS

PROUDLY SUPPORTED BY:

**Subject: JOB OPPORTUNITY – TEMPORARY PART-TIME
(1-YEAR INTERNSHIP) – FUNDRAISING COORDINATOR
INTERN**

POSITION TITLE: Fundraising Coordinator Intern

SALARY RANGE: \$15.00/hour/ 30 hours a week

SUPERVISION: Crime Stoppers Coordinators

MINIMAL QUALIFICATIONS:

- University or college graduate who has graduated within the last three years from an accredited college or university
- Must be a graduate of a post-secondary degree or diploma program
- Must be a first full-time employment in the field of fundraising
- Must be legally entitled to work in Canada
- Undergo an in-depth police/intelligence background check
- Organize and assist in current fundraising activities
- An ability to develop and organize new fundraising initiatives

The successful applicant will work with the Crime Stoppers Coordinators and Office Administrator. While working alongside the Coordinators, the intern will gain exposure and experience in fundraising and promotion of the organization.

All applicants should be aware of, familiar with or have experience in the following areas:

- Windows 7
- Microsoft Office
- Valid Ontario Drivers License

To apply for this position please submit your resume and cover letter. Your resume and cover letter can be forwarded to info@saultcrimestoppers.com and can also be dropped off or mailed to:

**Crime Stoppers of Sault Ste Marie and Algoma District
580 Second Line East
Sault Ste. Marie, ON P6B 4K1
Attention: Crime Stoppers Admin**

The deadline for submitting your resume and cover letter is **Friday, December 15, 2017.**