



Carefirst Seniors & Community Services Association is a non-profit charitable community services agency established since 1976. Our spectrum of services has grown from the delivery of Chinese meals-on-wheels service to a full range of community support services, covering the whole Greater Toronto Area, and the York Region.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 1,200 active volunteers, we serve over 7,000 clients a year, including seniors and the physically disabled; 1,500 of whom are "home-bound" and frail.

We are currently seeking a **Fundraising Coordinator** to join our team to provide support to the Board of Directors and the Director of Development and Communications in all agency fundraising events.

Responsibilities

- Plan and execute fundraising and marketing program activities to meet financial goals
- Promote and market Carefirst programs and services
- Coordinate the logistical aspects of events and special projects
- Maintain donor database
- Manage short-term rentals of Carefirst One-Stop Multi-Services Centre facilities
- Provide general administrative support to various departments and fundraising initiatives
- Perform other administrative duties, including but not limited to:
 - Support and be the coordinator for front desk to ensure sufficient staffing, and cleanliness of reception area, storage rooms, and kitchen area
 - Inventory checking and office supply purchasing, monitoring, and distribution

Requirements

- Diploma in Marketing and/or Communications
- 2 years' relevant experience
- Superior time management and multitasking skills
- Ability to prioritize tasks with minimal supervision
- High level of attention to detail
- Excellent problem solving and interpersonal skills
- Ability to lift up to 30 pounds
- Occasional evenings and weekends are required
- Computer proficiency in Microsoft Office
- Fluency in English and Cantonese; Mandarin is an asset
- Valid driver's licence and access to a vehicle
- A valid vulnerable sector police record check completed within one year

We are an equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Please send your cover letter and résumé to:

The Hiring Committee, Carefirst Seniors & Community Services Association
300 Silver Star Blvd | Scarborough | ON | M1V 0G2
Email: hr(at)carefirstontario(dot)ca
Fax: (416) 502-2382