



THE COMPASS

Help for Today ♥ Hope for Tomorrow

Communications & Fundraising Assistant

2025 Canada Summer Jobs

Candidate:

- Youth, between age of 18 and 30
- Possibly enrolled in college or university, ideally focused on communications, fundraising and/or community services

Position:

- Work for 16 weeks, between May 12 and August 29, 2025, 35 hours per week.
- Must be willing to work some evenings and occasional weekend events.
- Orientation will be 4-7 pm, on May 5th 2025.
- Remuneration will be \$19.20 per hour.

Duties:

- Increase community awareness of The Compass through use of digital projects, printed materials, campaigns and initiatives.
- Assist with social media promotions.
- Develop materials to increase awareness, donations and drive donor loyalty/engagement.
- Assist in planning for our annual fundraising Walk.
- Manage our Walk online auction, securing donated items, thanking donors, and setting up the online auction.
- Assist in coordinating fundraising campaigns or events for The Compass.
- Assist in food bank operations, as needed.

Qualifications:

- Must be accepting and empathetic at all times, working with vulnerable clients.
- Graphic Design experience (Canva/Photoshop)
- Social media skills, especially TikTok.
- Should enjoy personal interaction with clients, volunteers and staff.
- Should have solid computer skills and good telephone skills.
- Knowledge of mental health challenges would be an asset.
- Ability to carry and lift inventory.
- Standard First Aid and safe food handling certificates would be beneficial.
- Police check is required before starting.

Supervisor:

- Melinda Prain, Communications & Fundraising Manager