



**Position Title:** Assistant Community Development Coordinator  
**Department:** Fund Development  
**Reports to:** Executive Director  
**Hours:** Part-time, 10 week contract position (32.5 hrs/ week)  
**Job Type:** Contract

**Overview:** This position works with the Executive Director in providing support in coordinating the administrative function, resources, activities and initiatives related to Marketing/Communications, Board relations & Fund Development throughout the agencies region.

***\*\*This position is funded by Service Canada's Summer Jobs Program. Applicants must be between the ages of 15-30 and enrolled in a full-time post-secondary program in September 2017.***

**Responsibilities will include, but are not limited to the following:**

- Assist with Donor management and Donor management systems;
- Assist with Marketing/Communication activities related to the agency's on-line presence and development of collateral materials;
- Assist with Board activities and board related administrative functions;
- Assist with development and implementation of fund development work plans/timelines and other related activities; and
- Other duties as assigned.

**Skills and Knowledge Requirements:**

- Excellent communication skills;
- Proficient using Microsoft Office programs, including Excel;
- Experience working with diverse communities; and
- Enrolled full time in a Post-Secondary Program in September 2015.

**The AIDS Committee of Windsor/AIDS Support Chatham-Kent is committed to the principles of employment equity, including sexual orientation, gender identity and persons with disabilities. Persons living with HIV/AIDS are encouraged to apply.**

Please forward a current resume, with cover letter detailing how your qualifications match this opportunity to Jenn Yates, [jyates@aidswindsor.org](mailto:jyates@aidswindsor.org).

We thank all candidates for their interest in the work of the AIDS Committee of Windsor; however, please note that only short-listed applicants will be contacted directly.

**Deadline to submit cover letter and resume is Friday, May 19<sup>th</sup> 2017 by 5pm.**