



**Fort Edmonton Foundation
Administrative Assistant - Summer Student**

Application Deadline: May 9, 2022

Job Type: Temporary, Full-Time (35 hours per week)

Duration: 10 weeks (June to August 2022)

Wage: \$20/hr

Eligibility Requirements:

- Must be between the ages of 15 & 30.
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act who is legally entitled to work in Canada.

The Fort Edmonton Foundation is a charity in Edmonton that raises funds, with community support, to bring capital projects and other initiatives to Fort Edmonton Park.

We are seeking an ambitious, organized, and enthusiastic summer student to support the administrative activities of our Foundation. Our office is located in Fort Edmonton Park and we are getting ready for an exciting summer season at Edmonton's living history museum in our beautiful river valley. This opportunity also includes an ability to work remotely as well as in the park.

Reporting to the Executive Administrator, the Administrative Assistant-Summer Student will support in managing the day-to-day operations of the Foundation.

Tasks and Responsibilities:

- Data entry in donor management systems
- Generating donor reports
- Assisting with developing and implementing administrative fundraising tools for events
- Helping create a sustainable volunteer program with growth opportunities
- Assisting and supporting volunteers
- Developing mechanisms and processes to communicate with donors
- Attending committee and board meetings where appropriate
- Assisting with agenda, minutes and work plans
- Administrative support for fundraising activities such as events, campaigns, and community outreach
- Helping develop and streamline file systems (digital and hard copy)
- Filing (digital and hard copy)
- Other duties as required

For further information about the Fort Edmonton Foundation, please visit www.supportfortedmonton.com

Please send your resume and cover letter to admin@fortedmontonfoundation.org by May 9, 2022.