



Fort Edmonton Foundation
Administrative Assistant - Summer Student

Application Deadline: May 3, 2024

Job Type: Temporary, Full-Time (30 hours per week)

Duration: 9 weeks

Wage: \$20/hr

Start date: Flexible

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 Director, the Administrative Assistant– Summer Student will support the day-to-day operations of the Foundation.

Tasks and Responsibilities:

- Answer and direct phone and email inquiries
- Data entry in donor management systems
- Generating donor reports
- Assist with developing and implementing administrative fundraising tools for events
- Help create a sustainable volunteer program with growth opportunities
- Assist and support volunteers
- Develop mechanisms and processes to communicate with donors
- Support the coordination of various fundraising activities such as events, campaigns and community outreach
- Manage both digital and physical files
- Participate in events, community outreach and engagement, and donor appreciation
- 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 info@supportfortedmonton.com by May 3, 2024. In your cover letter, please indicate when you would be available to begin the position.