

## **MISSION FIRST**

Improving the lives of people affected by blood cancers is the responsibility of everyone at The Leukemia & Lymphoma Society of Canada (LLSC). This mission guides all decision making, regardless of job function. Understanding and addressing the needs of people affected by blood cancers is fundamental to who we are and what we do. We are mission driven:

- dedicated to serving the blood cancer community
- committed to learning about blood cancers, LLSC services and new treatment options
- empowered to take ownership of our mission by informing, educating and connecting people to LLSC services

[The Leukemia & Lymphoma Society of Canada](#) (LLSC) is dedicated to funding blood cancer research, education and providing patient education and support. LLSC is on the threshold of amazing breakthroughs and their fundraising efforts accelerate new treatments and therapies once thought impossible.

**Our Mission:** Cure leukemia, lymphoma, Hodgkin's disease and myeloma, and improve the quality of life of patients and their families.

Each year, LLSC executes a number of fundraising programs such as [Light The Night Walk](#), [Team In Training](#) and the [Returns for Leukemia Bottle Drive](#) which brings in millions of dollars to advance our mission.

**Purpose of position:** Assist and support the various fundraising campaigns, including [Light The Night](#) at the Ontario Regional Office.

We have an exciting and rewarding opportunity for a motivated and enthusiastic individual to join a dedicated team of staff and volunteers to help achieve the LLSC's mission.

Reporting to the Sr. Manager, Community & Fund Development, you will support the achievement of the region's operational plan and fundraising activities associated with LLSC's Light The Night Walk. We are looking for individuals who are team oriented, have strong customer service, problem solving, planning and organizational skills.

The selected candidate will gain valuable experience in the areas of: business and non-profit management and operations; development and fundraising; marketing and PR; and community relations. Students currently enrolled towards a degree in or having prior experience in the following areas are encouraged to apply: fundraising management, communications, marketing

and/or business. **This is a paid position, funded by the Government of Canada Summer Jobs Program.**

**Position: Fundraising Organizer**

Immediate Supervisor: Sr. Manager, Community & Fund Development

Position Status: 35 hours/week for 8 weeks

Start Date: September 7, 2021

Location: This is a hybrid work from home position for the time being due to the ongoing COVID-19 pandemic. Some duties of this position will require time at our office located at 804-2 Lansing Square, Toronto, ON M2J 4P8.

The selected candidates must provide a suitable home office space including computer and cell phone.

**Major Responsibilities:**

- Support the campaign staff in identifying, soliciting, securing and recognizing in kind sponsors and community partners
- Assist with campaign duties including database/fundraising entry, customer service, and regular status and progress reporting
- Assist with Friends & Family teams and/or individual participants who participate in Light The Night Toronto
- Administrative duties to include but not limited to; participant registration and online support, creating excel spreadsheets, data entry, preparation of meeting materials
- Support in the preparation, planning and distribution of recognition materials to teams/participants of Light The Night Toronto (logistics support)
- In conjunction with our marketing team, enhance and execute the campaign social media plan using Facebook, Twitter, Instagram, Hootsuite and LinkedIn

**Physical Demands & Work Environment:**

- Minimal and typical of similar jobs in comparable organizations
- May be required to move campaign materials when setting up for events (no more than 5 – 10 pounds)

**To be eligible, you must meet the following criteria:**

- Candidate must be between 15 and 30 years of age
- Be a Canadian citizen or permanent resident

Please send your resume and cover letter to Tania Wybenga, [Tania.wybenga@lls.org](mailto:Tania.wybenga@lls.org) by **Friday, August 6, 2021.**