



**FIGHTING  
BLINDNESS  
CANADA**

### **Special Events Assistant**

**Contract:** 8 weeks. Starting as soon as possible.  
**Wage:** \$17 per hour. 35 hours per week.  
**Location:** 890 Yonge Street, Toronto  
**Reports To:** Senior Manager, Special Events  
**Work environment:** Hybrid, as per FBC's policies- 2 days in office, 3 days remote (subject to change based on public health guidance)

#### **COMPANY & CULTURE:**

Fighting Blindness Canada (formerly The Foundation Fighting Blindness) is Canada's largest registered charity committed to sight saving research; contributing over \$33M to leading edge eye research. The Foundation has funded many research discoveries and is accelerating breakthroughs in treatments and cures. Equally important is our commitment to the individuals, families, and friends living with eye diseases through our education programs.

Fighting Blindness Canada (FBC) is known for its signature events, **Ride for Sight, Comic Vision, and Cycle for Sight**. Working from our national office in downtown Toronto, you will join a high-energy, dedicated philanthropy and fundraising events team determined to make a difference in the fight against blindness. We are motivated by the profound impact that sight-saving research and education programs have on families living with blinding eye diseases.

#### **POSITION SUMMARY:**

We are currently looking for an enthusiastic, go-getter, who wants to make a difference by helping us with our signature fundraising events that take place across the country – Comic Vision, Cycle for Sight, Ride for Sight, and Eye on the Cure. This role reports to the Senior Manager of Special Events and will also work with the Development team to support the operations of Fighting Blindness Canada.

If you're hoping to gain some hands-on event experience while having a true impact on people's lives, then this opportunity might be for you!

## **KEY RESPONSIBILITIES:**

- Responding to events inquiries (by phone, email and letter), conducting warm thank you calls, and providing ongoing stewardship to FBC participants and supporters
- Assisting with lead-in events such as promotional events and launch parties
- Tracking and maintaining inventory of merchandise, fundraising awards and event supplies
- Doing data entry, donation processing and other administrative tasks
- Soliciting and tracking in kind event donations
- Sourcing quotes from event vendors
- Compiling and submitting event permit applications
- Helping with all pre-event preparation and providing event day support as required
- Assist with stewardship mailings
- Database entry support (updating donors and participant records, receipting, supporting returned mail projects etc.)
- Other duties as required

## **Qualifications**

- Exceptional project management and organizational skills
- Strong attention to detail
- Customer service focused with exceptional written and oral communication skills, ability to positively interact with supporters and team members
- Ability to learn quickly, prioritize, and multitask.
- Able to work autonomously and as a member of a team in a fast-paced, high-volume environment
- Proficiency working with computer application on Windows platform (Word, Excel, Power Point, electronic mail/scheduling)
- Comfortable to learn and use database/software (Raiser's Edge, AKA Raisin, Mailchimp)

## **Education**

- Relevant post secondary degree

## **To be eligible, participants must:**

- be between 15 and 30 years of age at the start of the employment;

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Compensation**

The current annual salary range for this contract full-time position is \$17.00 per hour.

**TO APPLY:**

Please submit a cover letter and resume as soon as possible to [jobs@fightingblindness.ca](mailto:jobs@fightingblindness.ca).

We thank all candidates for their interest, however, only those selected for an interview will be contacted. Fighting Blindness Canada is an equal opportunity employer and supports applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request for accommodation with your application.