

Canada Summer Jobs, Development Assistant

Canuck Place Children's Hospice

Job ID
39756

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LOCATION	DATE POSTED	EXPIRY DATE	
3077 Granville Street, Vancouver, BC British Columbia	21-04-2026	18-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$28.21 per hour	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Job Title: Canada Summer Jobs, Development Assistant

Location: Vancouver, BC

Reporting to: Manager, Annual Giving Programs (50%) and Manager, Development (50%)

Job status: Temporary Full-time/ Summer contract (37.5 hours per week)

Start/End Dates: May – Aug

Compensation: \$28.21 per hour

Please Note: This position is funded by the Government of Canada – Canada Summer Jobs program. There are three requirements for applicants:

- 1) Applicants must be between 19 and 30 years of age (inclusive) at the start of employment;
- 2) Applicants must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- 3) 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.

*International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for long term connection to the labour market. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident or person who has been granted refugee status in Canada.

ABOUT US

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

It is the expectation for all roles across the organization to know the organization's philosophy of pediatric palliative care and uphold a commitment to further ones knowledge. Our philosophy of pediatric palliative care is as follows: Pediatric

palliative care improves quality of life, promotes comfort, and reduces suffering for children with life-threatening conditions (serious illness) and their families through a holistic approach addressing; physical, emotional, social and spiritual needs. It is collaborative person & family-centered care delivered using a team-based approach throughout the continuum of care across all ages and stages of illness, including bereavement. It values choice and honest and compassionate communication.

At Canuck Place we understand that uniqueness is powerful. We hold each other accountable for an inclusive environment where employees feel empowered to share their experiences and ideas and know that they belong. We believe diversity drives innovation and the best pediatric palliative care for children and their families therefore we welcome that every person brings an individual perspective and experience to advance our mission. We have more work to do to advance diversity and inclusion and we are building a culture where difference is valued. We have a commitment to inclusion across gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity and disability status, to ensure our team members are empowered to bring their full, authentic selves to work. All staff are encouraged to contribute their perspective and lived experience through our internal employee groups such as Care 4 the Caregiver, DEIB (Diversity, Equity, Inclusion & Belonging), Green Team, Truth and Reconciliation and Wellness Committees.

WHY SHOULD YOU CHOOSE TO WORK HERE?

Canuck Place careers are full of connection, community, and care. We aim to nurture a supportive culture rooted in compassion, collaboration and support while providing expert care to children and families. Our team includes individuals with a special blend of sensitivity, compassion, and appreciation for life. Canuck Place is where no moment is missed. A place where you can make a difference.

JOB SUMMARY

Reporting to the Manager, Annual Giving Programs (50%) and Manager, Development (50%), the Development Assistant is a key functional position within the Canuck Place Development department. Providing primary support to the Annual Giving and Major Gifts teams, this individual will support fundraising efforts and learn fundraising and analytical skills in a supportive nonprofit work environment.

RESPONSIBILITIES

Annual Giving Support - 50%

- Support general donor stewardship, including thanking donors by phone, mail, and email.
- Utilize Virtuous queries and reports to gain insight and inform fundraising activity.
- Support the Development Coordinator, Annual Giving & Gaming, with the development of the prize raffle program by researching and contacting potential and current prize donors and vendors.
- Support the Development Officer, Online Giving & Outreach, in collecting, organizing, and analyzing raffle ticket purchaser data and importing purchaser records into CRM.
- Assist with collecting, analyzing, and reporting on raffle campaign results.
- Organize and upload Mailchimp records into Virtuous to ensure accurate record keeping of donor email status and preferences.
- Assist with campaign and donor demographic analysis to inform fundraising strategy.
- Support Development Officer, Monthly Giving, in providing monthly donor support, including answering phone calls and emails from monthly donors, updating monthly donor records and gifts, and processing monthly donations.

Major Gifts Support – 50%

- Support donor cultivation and stewardship activities including cheque presentations, third-party event support, and community activations.

- Participate in internal team meetings and campaign planning sessions to gain insights and direct experience with strategic fundraising efforts.
- Support student-led philanthropy initiatives via schools, clubs and associations with communications and donation tracking.
- Assist with prospect research to identify aligned corporate donors and foundations.
- Prepare or update proposals and impact reports for Major Gifts donors.
- Support administration of stewardship gifts and inventory management.
- Work with Major Gifts team members to track donor notes and CRM updates.

EDUCATION & EXPERIENCE

The incumbent will possess a high school diploma, supplemented with business administration courses and a minimum of 2 years relevant administration experience; or an equivalent combination of education, training and experience. Experience in a similar non-profit environment and knowledge of fundraising practices is preferred.

QUALIFICATIONS

What you bring to the role:

- Excellent verbal and written English communication skills. Additional languages are an asset.
- Proficiency using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Fundraising database experience is an asset.

You have:

- Well-rounded administrative skills demonstrated through supporting a diverse team.
- Highly effective and professional interpersonal skills and a collaborative team player. Ability to establish and maintain positive working relationships.
- Demonstrated analytical, organizational, time management and problem-solving skills. Ability to plan, prepare and present analysis that will inform decision making.
- Exceptional attention to detail with strong proofreading skills.
- Excellent organizational and time management skills including the ability to meet assigned objectives by adapting and modifying the sequence of work, methods and standards to meet changing conditions and support multiple team members.
- Sound knowledge of grammar and the ability to compose clear and concise correspondence and reports.
- An established reputation for contributing to a positive work environment with professionalism and a 'can-do' attitude.
- Demonstrated ability to work independently as well as a collaborative team member and establish and maintain positive working relationships, both internally and externally
- Ability to exercise a high level of judgment, tact and discretion in both internal and external interactions.

GENERAL

- It is the expectation for all roles across the organization to know the organization's philosophy of pediatric palliative care and uphold a commitment to further one's knowledge. Our philosophy of pediatric palliative care is as follows:
 - Pediatric palliative care improves quality of life, promotes comfort, and reduces suffering for children with life-threatening conditions (serious illness) and their families through a holistic approach addressing physical, emotional, social, and spiritual needs. It is collaborative person & family-centered care delivered using a team-based approach throughout the continuum of care across all ages and stages of illness, including bereavement. It values choice and honest and compassionate communication.
- Contributes to the CPCH culture by understanding and supporting our Mission and Vision and actively modeling our Values.

- In accordance with the strategic directions of CPCH, patient safety is a priority and a responsibility shared by everyone at CPCH. As such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.
- Protects the health, wellness and safety of self and others by complying with applicable regulations and standards, safe work practices and procedures established by CPCH. Employees must report any health hazards and unsafe conditions to their supervisor for corrective action as soon as possible.
- Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.
- At the discretion of Canuck Place Children's Hospice, the information in this job description may be reviewed and revised, as required, to meet the needs of the organization.

RECRUITMENT PROCESS

We understand that the recruitment process is not a one size fits all, our inclusion values and flexibility extend to your hiring experience. Canuck Place is committed to providing inclusive access and accommodations throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accessibility accommodation through the recruitment process, please contact our People & Culture team at recruitment@canuckplace.org and we will work with you to meet your needs.

Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations, genders and gender identities, members of the 2SLGBTQIA+ community.

APPLICATION PROCESS

Please submit your cover letter and your resume at <https://www.canuckplace.org/about-us/careers/> by May 1, 2026. We thank all applicants for their interest.