



## Winter Co-op / Internship\* Job Description

Title: **Fund Development & Marketing Intern (Halifax)**  
Start Date: January 8, 2024  
End Date: April 26, 2024  
# of Weeks: 16  
Hours/Week: 35  
Hourly Rate: \$19 + vacation pay

\* **NOTE:** Applicants for this position **MUST** be doing a CO-OP work term

### About the AIDS Coalition of Nova Scotia

ACNS is a not-for-profit, charitable, community-based AIDS organization that provides support, delivers prevention programs and assists in building a community response to HIV/AIDS across Nova Scotia. ACNS exists to empower persons living with and affected by HIV/AIDS, and those at risk through health promotion and mutual support, to reduce the spread of HIV in Nova Scotia, and to reduce the stigma and discrimination associated with HIV/AIDS.

Fund development and visibility initiatives are integral to the financial success of the organization. These initiatives allow ACNS to offer programs and services that are not financially supported by the Provincial or Federal governments – programs and services that would not otherwise be available to people in need. These initiatives also gain visibility for our work and the issues we address.

### Job Description

The Fund Development & Marketing Intern works with the Executive Director (or designate) to plan, promote and implement key fundraising and visibility events and/or campaigns. The scope of the position may involve working with community partners, securing sponsorship, event planning and implementation as well as donor development. The Intern works closely with the staff and volunteers at ACNS, who play a key role in events. The position requires a flexible person who is able to employ a team approach to ensure successful events and campaigns in support of ACNS.

#### Primary Duties

- In collaboration with the Executive Director (or designate), plan and implement winter fundraising event/campaign and/or a visibility event/campaign – e.g. the **Red Gala** and/or **Int'l Day Against Homophobia, Biphobia & Transphobia**
- Investigate potential revenue streams
- Plan and implement ticket sales strategy and promotions
- Work closely with the ACNS staff team in the development and implementation of events

- Maintain Fund Development filing system and keep up-to-date records
- Track all donations of money, goods and services and provide the appropriate follow up and thank you for donations; this area will be coordinated with the Program Support Assistant
- Other duties as assigned

**Knowledge, Skills & Abilities**

- Training and/or experience in marketing or public relations
- Strong knowledge of Social Media platforms to market events/ campaigns
- Some event/campaign planning and management experience
- Experience in, and an understanding of, what is involved in event planning
- Ability to cultivate relationships
- Familiarity with how to work with companies to secure donations
- Familiarity with not-for-profit / charitable sector as asset
- Excellent verbal and written communication skills
- Strong personal initiative and a passion for the cause
- Ability to work independently and to meet deadlines is essential
- Excellent organizational skills and the ability to handle multiple tasks while being flexible
- Experience using word-processing, spreadsheet and some understanding of data base software
- Ability to work effectively with people from diverse backgrounds including staff, consultants, board members, clients, members, donors and business leaders, etc.
- Sensitivity to and an understanding of HIV related stigma and discrimination and/or 2SLGBTQIA+ prejudice and discrimination an asset
- Familiarity with not-for-profit / charitable sector as asset

**All submissions are welcome...**

As an organization, addressing issues of sexual health, especially for minority populations, is one of our highest priorities. ACNS recognizes and values the lived experience of community members – especially those who are underserved and/or facing discrimination.

We encourage, and will give preference to, submissions from:

- applicants who are members of the Queer community (2SLGBTQIA+)
- applicants living with HIV
- Indigenous, African/Caribbean/Black, and other applicants of colour
- applicants who are disabled.

**If any of these apply to you please self-identify in your application.**

**Application Deadline**

Applications are due November 8, 2023

- Include a cover letter and resume in one document
- Applications should be submitted ASAP **by email to [ed@acns.ns.ca](mailto:ed@acns.ns.ca) and addressed to Chris Aucoin, Executive Director**

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