



[formerly the AIDS Coalition of Nova Scotia]

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HEAL NS JOB POSTING

Title: **Student CO-OP* Fund Development Intern (Halifax, in-person)**
(* Must be in a formal post-secondary CO-OP program)

Start Date: Sept. 2, 2024

of Weeks: 15

Hours/Week: 35

Hourly Rate: \$19 + vacation pay

About the Health Equity Alliance of Nova Scotia

HEAL NS has a history dating back to the formation of the first community-based HIV/AIDS organization in the Atlantic region in the early 1980s. This history includes meaningful engagement of persons living with HIV/AIDS and targeted prevention programming tailored to key populations – especially Gay, Bi and other Queer men, and also Transgender and Non-Binary folk. It's a very exciting time to join us as we are expanding our mandate and brand. We are a growing community not-for-profit organization whose work, moving forward, will address the Social Determinants of Health for those living with and affected by HIV, and for members of 2SLGBTQIA+ communities.

Fund development and visibility initiatives are integral to the financial success of the organization. These initiatives allow HEAL NS 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 HEAL NS, 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 HEAL NS.

Primary Duties

- In collaboration with the Executive Director (or designate), plan and implement fall fundraising event/campaign and/or a visibility event/campaign – e.g. the Red Scarf Campaign, and/or World AIDS Day Vigil
- Investigate potential revenue streams
- Plan and implement ticket sales strategy and promotions
- Work closely with the HEAL NS 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 database 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 an asset

All submissions are welcome...

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

We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community, such as:

- applicants who are members of 2SLGBTQIA+ communities;
- applicants living with HIV;
- Indigenous, African/Caribbean/Black, and other applicants of colour; or
- applicants who are disabled.

Application Deadline

Applications are due by 11:59 PM, July 16, 2024. Include a cover letter and resume in one document.

Please send document to:

Chris Aucoin
Executive Director
ed@acns.ns.ca

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