

**Fundraising Assistant (Student)  
Youth Employment Opportunity (Temporary Full-time Summer Employment)**

Reporting to the Executive Director and other Campbellford Memorial Hospital Foundation Team Members, the Fundraising Assistant (FA) will be working to advance the fundraising, communications, grant applications and projects of the CMH Foundation, including our current Capital Campaign, Annual Giving Program, and event execution. The FA will also assist in developing marketing materials, including posters, Social Media postings, in-hospital video screen postings, on-line video marketing and more. They will also do private foundation grant applications; assist with the planning and execution of Foundation events, as well as other day-to-day activities of the CMH Foundation Office.

**RESPONSIBILITIES:**

- Fundraising assistance for Foundation projects as they are identified
- Assist with the planning, coordination and promotion of Foundation events
- Assist the Foundation in coordinating public relation efforts, including posters, Facebook, Instagram and Twitter postings, in-hospital video screen postings and more.
- Provide administrative support to a variety of Foundation programs
- General office administration in the Foundation including telephone reception and filing

This position is made available through the generous support of the **Community Foundation of Campbellford/Seymour and Northumberland** and its “**Job Opportunity for Youth Program**” in the Not-for profit sector”, and the **Canada Summer Jobs Program**, which combined, specifies the following eligibility criteria:

**ELIGIBILITY:**

To be eligible to apply under this grant, those interested must be:

- enrolled in a post-secondary institution for this year and plan to return to school in September.
- A resident of Trent Hills and legally entitled to work in Canada
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

**QUALIFICATIONS:**

- Must have an interest in the Business, marketing, public relations and fundraising
- Posses an understanding of philanthropy

**SKILLS:**

- Strong communication skills, verbal, written with superior listening skills
- Ability to effectively interact with donors, volunteers, staff and the general public in a professional and courteous manner
- Ability to coordinate work activity, multi-task and meet deadlines
- Administration skills
- Proficiency with M.S. Office Suite or other graphics programs
- Ability to use sound judgment and take initiative in a results oriented, team environment
- Intuitive, self-starter; able to quickly learn about the hospital, its current programs and services, the community we serve and future goals

**Compensation:** \$18/hr

**AI Disclosure:** If any AI or automated tools are used during the screening or selection process, all results will be reviewed by a member of our HR team before any hiring decisions are made.

**Vacancy Status:** This posting is for an existing vacancy.

**Accessibility Statement (AODA):** We thank all applicants for their interest in Campbellford Memorial Hospital. To promote employment equity, we welcome applications from all qualified individuals including Indigenous persons, immigrants, members of minority groups, women, and persons with

disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**How to Apply:**

Applications, quoting competition **N26-18** will be accepted by Jennifer Bonnici Elias, Human Resources Advisor **via email** at [careers@cmh.ca](mailto:careers@cmh.ca) until the deadline of April 17<sup>th</sup>, 2026 **at 4pm**.

**Accommodations:** If you require accommodations during any part of the application process, please notify **Jennifer Bonnici Elias** at [jbonnicielias@cmh.ca](mailto:jbonnicielias@cmh.ca). All requests will be handled in confidence in compliance with accessibility standards.

**Timing:** This 14-week position is tentatively slated to begin approximately April 27, 2026

**Our Community:** Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles.

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Email: [careers@cmh.ca](mailto:careers@cmh.ca)

Human Resources Department, Campbellford Memorial Hospital

146 Oliver Road, Campbellford, ON K0L 1L0

Fax: (705) 632-2019



**Community Foundation**  
of Campbellford/Seymour  
and Northumberland