

WHY JOIN THE CANADIAN CANCER SOCIETY (CCS)?

As Canada's largest national health charity, we fund the most promising cancer research, champion cancer prevention efforts and deliver programs and services that benefit Canadians affected by cancer. Join us and you can work with passionate and committed individuals from coast to coast who are working towards a world where no Canadian fears cancer.



To learn more about us, visit cancer.ca.

JOB OVERVIEW

Reporting to the Manager, Relay For Life Youth, the Specialist, Relay For Life Youth (Fundraising) will work as part of the provincial team to actively solicit new business opportunities throughout high schools and meet aggressive revenue targets for the *Relay For Life* Youth Program which is the fastest growing program at CCS. This role is responsible for revenue development in Eastern Ontario (Kingston to Ottawa). This is a remote/home base position. This role also demands significant travel to high schools for 3-4 days in a week in the months from September to June with reduced travelling and more concentration on program development in the months from July to August.

WHAT YOU'LL BE DOING:

- Recruits new high schools to host Relay For Life event, trains and mentors existing high schools to meet revenue goals.
- Supports and motivates high school student organizing committees involved with the program at various locations throughout Ontario East to meet participants and fundraising goals; attends committee meetings when necessary.
- Provides ongoing training and guidance to high school staff advisor and organizing committees.
- Attends student leadership conferences and leads student leadership workshops to secure new high schools to host Relay For Life.
- Participates in planning and coordinating logistics and delivery of Relay University (training conferences for student committees).
- Implements strategies to help high schools in marketing of their Relay For Life event.
- Liaises with local Canadian Cancer Society offices and internal departments regarding the program.
- Adheres to all administration procedures as required.
- Works in compliance with the provisions of The Occupational Health & Safety Act and its regulations, and complies with CCS' Health & Safety Policy.
- Other duties as required.

WHAT WE ARE LOOKING FOR:

- Related post-secondary education; or equivalent combination of education, training and experience.
- Two years' fundraising and/or sales experience.
- Bilingual in French and English is an asset.
- Experience working with youth preferred; working with volunteers and working within the Ontario educational system an asset

- Strong customer service, communication and interpersonal skills; including the ability to negotiate and influence others
- Strong project management, organizational and time management skills
- Valid driver's license and access to a reliable vehicle are required.
- Knowledge of Canadian Cancer Society policies and procedures would be an asset.

WHAT YOU CAN EXPECT FROM US:

CCS offers meaningful opportunities to make an impact in the fight against cancer. We are committed to fostering a culture that is inspiring, supportive and exemplifies our core values:

CARING COURAGE INTEGRITY PROGRESSIVE.

In return for your skills and dedication, we offer an attractive compensation package that encompasses a competitive salary, excellent benefits and the opportunity to have a rewarding employment experience where your contributions can make a true difference every day.

HOW TO APPLY:

Qualified candidates are invited to submit their **resume, cover letter** and **salary expectations** to https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f6e6410d-2cfb-400b-8745-e175303d1bfe&ccid=19000101_000001&jobId=290767&lang=en_CA&source=CC4 by **May 6, 2019**.

The Canadian Cancer Society is committed to employment equity and encourages applications from all qualified candidates. CCS will make available reasonable accommodations for people with disabilities upon request.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

Please note that in keeping with the mandate of the Canadian Cancer Society to model and promote healthy lifestyles, employees are not permitted to smoke in or about Society premises or while carrying out CCS business.