



Little Warriors is a national, charitable organization focused on the awareness, prevention and treatment of child sexual abuse. We also advocate on behalf of and with child sexual abuse survivors.

**PT Fundraising, Events and Volunteer Assistant**

**10-15 hours per week for a one year term covering a maternity leave**

(Hours could be more per week depending on work load and leading up to events)

**Reports To:** Sr. Director of Engagement

**Office Location:** A combination of home office and Little Warriors Be Brave Ranch

**Overview:**

- Responsible for coordinating and supporting Little Warriors fundraising volunteers
- Assist in planning and executing signature fundraising events
- Provide support for 3rd party events when required
- Provide support for donation pick ups, Be Brave Ranch tours and cheque presentations

**Volunteer Coordinator**

- Coordinate volunteers for Little Warriors events, 3<sup>rd</sup> party fundraising events and casino. Fill in at events if volunteers are not secured to attend.
- Organize volunteer appreciation events and ongoing recognition
- Track applications, documents and requirements for volunteers
- Coordinate drop off and pick up of promotional materials to key volunteers (may be on evenings and weekends)

**Event Support**

- Work closely with the Sr. Director of Engagement to execute Little Warriors signature fundraising events; the Be Brave Luncheon and Golf Tournament
- Execute our fundraising Casino including filing all required paperwork and recruiting and training volunteers
- Coordinate Little Warriors participation at events where appropriate to have an information booth
- Assist with planning and executing the annual donor appreciation event
- Assist with planning and executing other fundraising events throughout the year

**Little Warriors Ambassador**

- Represent Little Warriors by speaking at 3rd Party events (typically on evenings and weekends, when required)
- Attend events as required to inform community about Little Warriors (ie information booths, golf tournaments etc)
- Assist with donation pick-ups around the Edmonton area

**Administration:**

- Provide administrative support to the Sr. Director of Engagement and Fund Development team when required

**Qualifications:**

- Five plus years' experience with volunteer and events management
- Extremely detail oriented
- Proficient in Word, Excel, PowerPoint, Adobe and Google Docs
- Experienced and comfortable in making presentations to a variety of audiences
- Ability to work well under pressure and to adapt to change within the organization
- Strong problem solving, analytical, detail, and organization skills
- Effective oral and written communication skills
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Ability to work flexible hours when required
- Current clear Child Welfare Check & Police Information Check for vulnerable persons
- Must have own vehicle

This position will remain open until a suitable candidate is found. Please submit resumes to:

Shannon Phelan  
Sr. Director of Engagement  
[shannon@littlewarriors.ca](mailto:shannon@littlewarriors.ca)

We thank all applicants in advance for their interest however only those under consideration will be contacted.

For more information on Little Warriors, visit our website at [www.littlewarriors.ca](http://www.littlewarriors.ca)

little  
warriors



**Prevent It!**  
A little warriors program