



2075 Plessis, Montréal H2L 2Y4 514 529 9462 info@accmontreal.org www.accmontreal.org

Job posting: Event and Fundraising Assistant (35 hours / week)

Note: this position is funded by Emploi Quebec

ACCM is hiring an assistant for our large-scale fundraisers and community events! As a key member of the development team, the Event Assistant will support the planning, logistics, sponsorship, and coordination of Artsida (www.artsida.org), our annual art auction, and a series of events for ACCM's 30th anniversary. Your duties will include:

- Assisting the planning of large events, including fundraisers, parties, community engagement events, and internal members-only events.
- The solicitation of event sponsors and partners.
- The creation and execution of event work-plans, including logistics, volunteer support, and media and communications.
- Supporting and partnering with our Development, Communications, and Volunteer Coordinators to fulfill an ambitious year of community-building.

Our ideal team-mate

- Dreams big. You have exciting ideas that you can execute flawlessly. You have demonstrated planning experience. You aren't daunted by large projects.
- Is highly organized. You can keep track of a lot of details at the same time. You love a spreadsheet.
- Has experience fundraising in a variety of contexts. You understand fundraising within a community context.
- Is fun. You work well in a team and you can get diverse groups of people excited about ACCM's fundraising and community engagement projects.
- Understands the communities we serve and supports ACCM's mission and vision. You have knowledge of Montreal's non-profit scene. You believe in our harm-reductive and anti-oppressive work.
- Does what needs to get done. You don't mind rolling up your sleeves and pitching in, no matter the task.

To apply for this position, you must qualify for support from Emploi Quebec (less than 25 years old and looking for work in the fields of fundraising, event planning, or non-profit management). This position is for one year and pays \$15 per hour, 35 hours a week. Interested candidates should send a full CV and letter of presentation to Matthew Halse, Executive Director, care of Cassandre Poblach (admin@accmontreal.org). The deadline to apply for this role is September 22, 2016.

People living with HIV or Hepatitis C are encouraged to apply for this role.