

Development Coordinator

Pacific Peoples' Partnership is celebrating 40 years of action. Based in Victoria, BC, we are Canada's only non-profit organization devoted exclusively to working in solidarity with peoples of the South Pacific to promote their aspirations for peace, justice, environmental sustainability and community development. Our current areas of strategic focus include climate action, gender equity and knowledge sharing between Indigenous peoples of the North and South Pacific.

Position Summary

The successful candidate will work closely with management to plan fundraising events/projects, coordinate development initiatives, and cultivate donor/member relationships. This is an excellent opportunity to learn about fundraising in small to medium sized non-profits, cross-cultural communication and advocacy initiatives. This is a short-term summer position for students reimbursed at \$10.85/hour. Some flexibility in hours may be available.

Duties and Responsibilities

- Working with the management team to maintain existing and foster new relationships with funders/donors, including by supporting ongoing communications and recognitions plans;
- Supporting fundraising initiatives/projects, including event planning, logistics planning and prize solicitation;
- Working with the management team to launch a direct ask campaign;
- Coordinating membership development campaigns, and developing strategies for Canada's Pacific Islander diaspora to meaningfully engage with the organization's activities;
- Supporting in the creation of educational and multimedia content focussed on climate change, gender inequity, and the achievement of sustainable development goals and universal human rights across Pacific communities;
- Supporting in the development of our 10th Annual One Wave Festival;
- Working as part of a team to facilitate educational, engaging and fun opportunities for members to become more involved with the organization, including lunches, socials, talks/panels, etc. focused on environmental advocacy, awareness of Indigenous and Pacific Island issues;
- Assisting in the ongoing development of PPP's brand and image;
- Developing and maintaining relationships with Indigenous partners, the Pacific Islander diaspora, international partners, environmental and cultural organizations;
- Providing other support to the organization as needed.

Qualifications:

- Enrolled in one of the following programs: Indigenous Studies, International Development, Business, Political Science, Communications, Environmental Studies, Gender/Women's Studies, Asia-Pacific Studies, Indigenous Governance, Geography, Fine Arts or similar.
- Excellent interpersonal and networking skills, including proven writing abilities;
- Enthusiasm to work in a collaborative, team environment;
- Experience in fundraising, campaigning and public outreach preferred;
- Public speaking ability an asset;

- Working knowledge of international systems, South Pacific countries and of local Indigenous communities an asset;
- Experience with cross cultural communication is an asset.

Position Requirements:

This position is funded by the Canada Summer Jobs program. In order to be eligible for this position, you must be:

- Between 15 and 30 years of age at the start of employment;
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Pacific Peoples' Partnership is an equal opportunity employer. We encourage applications from Indigenous peoples, visible minorities, LGBTQ+ and people with disabilities.

Application Deadline: 5:00 PM, May 2nd, 2017.

In your application, please clearly indicate how you meet the position requirements.