

QUEEN'S UNIVERSITY WORK STUDY 2015-2016

JOB TITLE: Advancement Assistant

The Museum of Health Care at Kingston, located in the Ann Baillie Building (National Historic Site) at 32 George St., is looking for a student with demonstrated fundraising and communications skills to assist the museum in advancement activities related to its 25th Anniversary. For further information about the Museum and its programs, please see www.museumofhealthcare.ca.

Students will be asked to work at least three hours per week throughout the duration of the contract, on site at the Museum, or remotely, as arranged with the supervisor.

Requirements:

- The applicant must be approved by the Queen's Work Study Program and must have enough hours in their entitlement to meet the minimum hours stipulated for this project.

The chosen candidate will have the following competencies and qualities:

- Ability to present information concisely and effectively, both verbally and in writing
- Experience with fundraising and/or in nonprofit organizations preferred
- Highly detail-oriented and precise
- Works well with minimal supervision
- Proficiency with Microsoft Word and Excel to create, revise, format and edit documents
- Museum experience will be considered an asset
- The ideal candidate will have an interest in history, science, languages and/or medicine

Responsibilities:

- Perform proposal and advancement strategy research
- Assist in the creation of donor communications
- Perform administrative duties including filing, data processing, copying, sorting, mailing, etc.
- Maintain confidentiality regarding all gifts, donors, and prospects
- Creating spreadsheets, templates, presentations and documents

*Please note that the Museum of Health Care is a scent-free environment and does not have parking.

Application Deadline: 18 September 2015

Start date: 28 September 2015

End Date: 25 April 2016

To apply please send a resume and cover letter detailing your interest in the position, how you demonstrate the competencies and qualities required by this position, and the contact information of two references, to Jenny Stepa, Museum Manager & Program Director, brownj8@KGH.KARI.NET.