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2026 Fall Co-op* / Internship* Job Posting

Title: **Fund Development & Marketing Intern (Halifax)**
Start: September 14, 2026
Duration: 13 weeks at 35 hr/week
Hourly Rate: \$20 + vacation pay

*** NOTE:** Applicants for this position **MUST** meet one of the following:

- *be in an approved Co-op work term or Internship work term,*
- ***OR** be able to provide a letter from an academic institution that clearly states the student **will** receive credit in an independent study course*

About the Health Equity Alliance of Nova Scotia (formerly the AIDS Coalition of Nova Scotia)

HEAL NS is a not-for-profit, charitable, community-based organization that provides support, delivers prevention programs and assists in building a community response to HIV across Nova Scotia. With our new name and expanded mission we are also now beginning to work towards improving health outcomes for 2S/LGBTQIA+ communities in Nova Scotia – especially with regard to sexual and mental health.

Fund development and visibility initiatives are integral to the financial success of the organization. These initiatives allow HEAL NS to offer programs and services that are not financially supported by the Provincial or Federal governments – programs and services that would not otherwise be available to people in need. These initiatives also gain visibility for our work and the issues we address.

Job Description

The Fund Development & Marketing Intern works with the Executive Director (or designate) to plan, promote and implement key fundraising and visibility events and/or campaigns. The scope of the position may involve working with community partners, securing sponsorship, event planning and implementation as well as donor development. The Intern works closely with the staff and volunteers at HEAL NS, who play a key role in events. The position requires a flexible, creative and organized person who is able to employ a team approach to ensure successful events and campaigns.

Primary Duties

- In collaboration with the Executive Director (or designate), plan and implement Fall fundraising event/campaign and/or a visibility event/campaign – e.g. the **Red Scarf Project**, or **NO-Gala Gala**
- Investigate potential revenue streams
- Plan and implement ticket sales strategy and promotions, including digital and social media campaigns

- Work closely with the HEAL NS staff team in the development and implementation of events
- Maintain Fund Development filing system and keep up-to-date records
- Track all donations of money, goods and services and provide the appropriate follow up and thank you for donations
- Assist in creating marketing materials (e.g. posters, social media posts, e-newsletters)
- Other duties as assigned

Knowledge, Skills & Abilities

- Training and/or experience in marketing or public relations
- Strong knowledge of Social Media platforms to market events/ campaigns
- Some event/campaign planning and management experience
- Experience in, and an understanding of, what is involved in event planning
- Ability to cultivate relationships
- Familiarity with how to work with companies to secure donations
- Familiarity with not-for-profit / charitable sector as asset
- Excellent verbal and written communication skills
- Strong personal initiative and a passion for the cause
- Ability to work independently and to meet deadlines is essential
- Excellent organizational skills and the ability to handle multiple tasks while being flexible
- Experience using word-processing, spreadsheet and some understanding of data base software
- Graphic design or content creation experience is an asset
- Ability to work effectively with people from diverse backgrounds including staff, consultants, board members, clients, members, donors and business leaders, etc.
- Sensitivity to and an understanding of HIV related stigma and discrimination and/or 2S/LGBTQIA+ prejudice and discrimination an asset
- Familiarity with not-for-profit / charitable sector as asset

All submissions are welcome...

As an organization, addressing issues of sexual health, especially for minority populations, is one of our highest priorities. HEAL NS recognizes and values the lived experience of community members – especially those who are underserved and/or facing discrimination.

We encourage, and will give preference to, submissions from:

- applicants who are members of 2S/LGBTQIA+ communities
- applicants living with HIV
- applicants who are Indigenous, African/Caribbean/Black, and other racialized people
- applicants who are disabled.

If any of these apply to you **we encourage you to self-identify in your application.**

Application Deadline

Applications are due July 20 at Noon

- Include a cover letter, followed by a resume in one document
- Applications should be submitted ASAP **by email to:**
Chris Aucoin, Executive Director
ChrisA@healns.ca

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