



5516 Spring Garden Road • Suite 200 • Halifax NS • B3J 1G6  
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## Canada Summer Job\* – Fundraising & Awareness Events Coordinator

Title: Event & Raffles Coordinator  
Start: ASAP  
Duration: 8 weeks at 35 hr/week  
Hourly Rate: \$20 + vacation pay

\* **The Canada Summer Job funding rules require** that acceptable **candidates must be between 15 and 30**; be a **Canadian Citizen, permanent resident, or person on whom refugee protection** has been conferred under the Immigration and Refugee Protection Act; and is **legally entitled to work according to the relevant provincial / territorial legislations and regulations.**

**About the Health Equity Alliance of Nova Scotia** (*formerly the AIDS Coalition of Nova Scotia*). HEAL NS is a 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 regarding sexual and mental health.

### Job Description

The Fundraising & Awareness Events Coordinator 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 donations and/or sponsorships, event planning and implementation as well as donor development. They work closely with the staff, board 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

- Support our fall charity auction **Gala** and/or a visibility event/campaign -- Especially though soliciting the donation of items for our auction.
- Support ticket sales strategy and promotions, including digital and social media campaigns
- Work closely with the staff team in the development and implementation of events
- Maintain Fund Development filing system and keep up-to-date records
- Track all donation requests, AND received 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 and graphic design
- Excellent verbal and written communication skills, and ability to work with members of the 2S/LGBTQIA+ community and those with diverse backgrounds and lived experience
- 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
- Sensitivity to and an understanding of HIV related stigma and discrimination and/or 2S/LGBTQIA+ prejudice and discrimination an asset

Don't have all these skills? Apply if you have a willingness to learn and passion for helping community.

### **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.

**[Scan Job Posting Here!](#)**

### **Application Deadline**

Applications are **due June 22, 2026 at Noon**

- Include a cover letter and resume **in one document**
- Applications should be submitted ASAP **by email to:**

**Chris Aucoin, Executive Director**  
**[ChrisA@healns.ca](mailto:ChrisA@healns.ca)**

