



**Position:** ISM Coordinator/Fundraiser -aka- In-School Mentoring Coordinator/Fundraiser

**Position Type:** Part Time – 21 hours per week

**Starting Date:** Tuesday, September 9, 2025

### About Us

The non-profit sector has seen lots of changes in the last 2 years and due to some exciting changes ahead we are searching for a new team member. Big Brothers Big Sisters of North Wellington (BBBSNW) is a community organization committed to helping children and youth live their potential. We foster and facilitate high quality and safe mentoring programs for children in need throughout Mapleton, Minto, Wellington North and the surrounding area.

### The Role

This individual would be responsible for the implementation of the casework policies and procedures in accordance with the National Standards as outlined by Big Brothers Big Sisters of Canada. Reporting to the Executive Director, the ISM Coordinator/Fundraiser position will be responsible for the recruitment, screening, matching, monitoring and support of their In-School program caseload.

This position operating all core fundraising events for the agency, including the well-known Bowl for Kids Sake that runs every year in February and March.

This position is for 21 hours per week and requires a person who has a willingness to work flexible hours, including some evenings and occasional weekends. Consistent access to a reliable vehicle is required for travel through the north part of Wellington County.

### What You'll Do

- Operating the school-based programs which include the In-School Mentoring and our two mentoring Groups - Go Girls and Game On.
- Liaise with community partners and/or teachers and principals as required for the programs
- Recruiting, screening, training and matching new clients and volunteers
- Create matches based on client need and volunteer preference
- Monitor matches and/or groups regularly in accordance with National Standards and provide service supports to the participants of the program
- Complete all data entry as required for purposes of database maintenance and statistics
- Organize and manage our signature fundraising events and build relationships with community stakeholders to advance the mission and fundraising goals of the organization

### Who You Are

- Post-secondary diploma or degree in social services, human services
- Experience working with children, volunteers and families in a similar capacity
- Experience in fundraising, &/or in a Not-For-Profit setting, and event management
- Excellent organizational skills and multi-tasking
- Excellent communication and interpersonal skills
- Demonstrated ability to take initiative, set priorities, meet deadlines and manage competing demands

- Strong computer skills
- Valid driver's licence, reliable vehicle and clear police and vulnerable sector checks

### What We Offer

- Meaningful work that benefits children, youth and their families
- Competitive salary and mileage reimbursement
- Passionate team members
- Hybrid work culture with both in-office and remote
- Casual dress code
- Flexible working hours
- Work life balance (part time, flexible hours)
- Opportunity to give back to your community

### Location

*Remote & Office.* Office Located at 110 Wellington Street, 2<sup>nd</sup> Floor, Mount Forest. We have adopted a hybrid WFH and physical office model.

### How to Apply:

Please apply by sending your resume.

Either by mail:

**Big Brothers Big Sisters of North Wellington**

**PO Box 1311**

**Mount Forest, ON**

**N0G 2L0**

OR

Email:

[marianne.christie@bigbrothersbigsisters.ca](mailto:marianne.christie@bigbrothersbigsisters.ca)

**In your cover letter please answer the following questions:**

1) Why do you want to work for Big Brothers Big Sisters? 2) Tell us about a recent program or project you've been a part of and what you learned from it.

**Deadline: June 6, 2025**

Only those selected for an interview will be contacted.

**No additional emails or phone calls please.**