



**INTERN – FUND DEVELOPMENT, RECOGNITION & AWARDS
(Events Department)**

- Positions Available:** One (1) position – January 6th through April 23rd, 2014
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Richmond Hill, ON
- Reports to:** Manager, Business Development

The Fund Development, Recognition & Awards Intern for the Events Department will primarily be responsible for planning and logistics for fundraising events and liaise with sponsors and VIP guests to ensure that deliverables are being managed properly and fulfilled as agreed upon. They will also assist with the planning and logistics of our Annual Awards Dinner & Hall of Fame Induction Ceremony which will take place in Victoria, BC on April 12, 2014.

Please note that this position may require you to work various evenings and weekends throughout the term of the internship. Some of the tasks will be administrative in nature, while other tasks will be operational and require you to travel off site (such as an event venue or to pick up gift in kind items, etc.).

Responsibilities and Tasks may include, but are not limited to:

- Fundraising event planning and logistics
- Guest tracking and follow-up prior to Fundraisers and Events
- Source Gift in Kind and other fundraising items
- Event Administrative Support, including...
 - Track expenses against the event budget
 - Accounts Payable and Receivable for the event
 - Prepare and send any necessary thank you letters
 - Prepare shipments via Canada Post and/or FedEx
 - Research, fax, file and copy
- Assist with sponsorship servicing
- Assist the marketing and promotions team
- Assist with notifying Award winners & Hall of Fame Inductees to begin award recipient video for the dinner
- Assist with the Rugby Canada alumni program
- Complete an event wrap up report outlining “the good, the bad and the ugly”; suggest ways for improvement.
- All other duties as required

All applicants should have a valid driver's license. Access to a vehicle on a daily basis is considered a valuable asset, but not a requirement.

To Apply

Please send your resume and cover letter not later than **November 8, 2013** to:

Human Resources

Email: humanresources@rugbycanada.ca

Fax: 905 707 9707

SUBJECT: Fund Development Intern Application