



# Volunteer Assistant for Grant Writing

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## Program Summary

Family Service Toronto receives funding from all levels of government, the United Way Toronto & York Region and private donors. This placement supports resource development primarily through grant writing. The placement also provides excellent exposure to the research and evaluation functions within one of Toronto's oldest and largest social services organization working across the city.

## Position Summary

Working closely with the Family Service Toronto (FST) grant writer, the volunteer will help identify funders and funding opportunities to support the agency's services, including mental health counselling, social action and community building activities, seniors' programs, and other social services provided across the city of Toronto.

## Core Responsibilities

- Search online to help identify grant opportunities and funders. This includes all levels of government, foundations and corporate funders.
- Collect information about private donor histories which demonstrates interest in causes such as mental health (i.e. build donor profiles)
- Compile the necessary information in standard templates
- Become familiar with FST programs and services

## Experience and Skills

- College or equivalent; foreign credentials are welcome
- Strong verbal and written English communications skills
- Proofreading skills desirable
- General proficiency in MS Office software such as Word
- Basic on-line research skills acquired when completing post-secondary education
- Self-motivated and enthusiastic
- Reliable
- Ability to work independently and as part of a team
- Demonstrated commitment to equity, inclusion and cultural competence

## Time Commitment

- Daytime hours on Monday, Tuesday or Thursday with flexibility
- 4 to 6 hours per week as arranged with supervisor. Flexible.
- This is an ongoing position. Minimum commitment of 3 months



**FAMILY SERVICE TORONTO**  
For People. For Change.

## Location

- 128A Sterling Road/355 Church Street (spring 2018)

## Training

- An orientation to Family Service Toronto will be provided by the Coordinator, Volunteer Resources
- Training for the volunteer position will be provided by the Grant Writer

## Benefits

- Within organizational objectives, efforts will be made to align research responsibilities with the volunteer's personal interests in specific social services or mental health needs.
- This volunteer position will build on your experiences and interests. A great growth opportunity!
- Build a portfolio of projects, which may include research briefing notes and completed applications.
- Ability to potentially demonstrate support provided for successful grant acquisition.
- A reference may be provided after 6 months of volunteering

Please apply for this position online through the [Volunteer Application Form](#) and attach a resumé and cover letter to your application.

**Please note: To avoid potential conflicts of interest, the volunteer must not currently be an employee, free lancer or volunteer doing similar work in an organization within the social services or mental health sectors. (Fundraising individuals working in other sectors such as the arts, sports, or the environment or individuals with previous experience in social services/mental health are most welcome to apply.)**

FST is committed to a policy of equity and inclusion. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005 and FST's Access and Equity policy, accommodation will be provided in all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview