



1200 Markham Road, Suite 214, Toronto, Ontario M1H 3C3
Tel: 416-431-4847 Fax: 416-431-7283 Website: www.safss.org Email: reception@safss.org

Fundraising Organizer

Employer: Settlement Assistance and Family Support Services (SAFSS)

Job City: Scarborough

Job region: Greater Toronto Area

Location: 1200 Markham Road, Suite 214, Toronto, ON, M1H 3C3

Application Deadline: May 5, 2026

Vacancy: 1

Job terms: Temporary (8 weeks)

To be eligible, participants must:

- Be between 15–30 years of age at the start of the funded position
- Be a Canadian citizen, permanent resident, or a person with granted refugee status
- Have a valid Social Insurance Number (SIN)

Wage: \$17.60

Background:

Settlement Assistance and Family Support Services is a trusted not-for-profit social services agency that has been serving and advocating for newcomers, refugees and victims of all types of violence since 1989. The need to address Violence against Women was the seed of the organization's establishment. However, while the organization was initially founded to support women and children who were victims of domestic violence, it has since evolved and expanded its services to support other identified needs. Our trained staff provide a range of services to a diverse, multi-cultural and multi-lingual community in a responsible and professional manner in a safe non-judgmental and confidential environment that fosters trust, respect and collaboration.

Summary: The Fundraising Organizer will support SAFSS in coordinating community-focused fundraising initiatives that enhance programs serving newcomers, women, families, seniors, and youth.



SAFSS

Settlement Assistance &
Family Support Services

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This role involves assisting with planning and delivering fundraising campaigns, community outreach activities, and donor engagement initiatives that support SAFSS programming and services.

Responsibilities:

Fundraising & Campaign Support

- Assist in planning and organizing fundraising activities and campaigns
- Support community outreach and donor engagement initiatives
- Help coordinate SAFSS fundraising events such as the annual Gala, walkathons, and community events

Marketing & Communications

- Prepare promotional materials and simple digital content
- Support drafting outreach messages and communications
- Assist with social media posting and basic content coordination
- Help design flyers and other promotional materials

Administrative & Data Support

- Maintain donor and outreach contact lists
- Track engagement and outreach activities
- Organize records in accordance with confidentiality standards
- Support registration and administrative materials for fundraising events

Event Support

- Assist with event logistics, setup, and coordination
- Help organize supplies and materials for events
- Support volunteer coordination and event-day activities
- Strong communication and interpersonal skills
- Interest in fundraising, community engagement, or event planning
- Comfortable using social media and basic digital tools
- Strong organizational skills and attention to detail
- Ability to work collaboratively in a team environment
- Experience in communications, marketing, or events is an asset
- Perform other duties as assigned

Qualifications:

- Strong communication and interpersonal skills



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Reports to: Program Coordinator

This is a temporary full-time position, with a tentative start date of May 11, 2026. This role expected to be in-person, based on a 35-hour week schedule from Monday to Friday.

How to apply: Submit your resume and cover letter to: recruitment@safss.org

Settlement Assistance & Family Support Services is an equal opportunity employer and committed to an inclusive, equitable and accessible workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please contact the HR department at SAFSS.

To ensure transparency and fairness in hiring, this recruitment process does not utilize artificial intelligence (AI) for candidate screening or selection. Applications will be reviewed by the hiring team.

Only applicants who will be interviewed are contacted.