



Position: Development Coordinator

Location: 5 Race Street, 2nd Floor, St. Catharines

Description: Baby's Breath is Canada's only national foundation focused on Sudden Infant Death Syndrome (SIDS) and stillbirth. We are a not-for-profit organization with the mission to advocate for and support research, disseminate information and provide bereavement support to families.

Job Function and Features:

The Development Coordinator will support Baby's Breath with applying for various grant and funding opportunities. He/she will be responsible for researching available grant and funding opportunities for the organization, laying them out into a schedule and preparing applications for opportunities for the year.

Skills Required:

- Experience with grant writing preferred.
- Excellent grammar, writing and creative abilities required.
- Research capabilities.
- Excellent organizational skills with ability to manage multiple tasks and prioritize.
- Proficiency in Microsoft Office
- Excellent interpersonal abilities.
- Ability to work independently as well as in partnership with a team
- Be self-directed and willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of Baby's Breath volunteers, families, and donors.

Working Conditions:

- This position will be based in Baby's Breath National Office, located in downtown St. Catharines.
- This is an 8-week contract for 30 hours per week.
- Schedule and hours to be discussed.
- The Development Coordinator will report to Emily Isaak, Executive Director.

This position is funded through the Canada Summer Jobs Programs as such the individual hired must meet the following criteria:

- is between 15 and 30 years of age (inclusive) at the start of employment;
- was registered as a full-time student during the preceding academic year;
- intends to return to school on a full-time basis during the next academic year;
- is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- is 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 legislation and regulations

How to apply: Please send Resume and Cover Letter to emilyisaak@babysbreathcanada.ca or call 905-688-8884 to discuss.