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February 5, 2025

Town of Parry Sound - Job Posting Fundraising & Special Events Intern - Bobby Orr Hall of Fame

Located amidst the 30,000 islands of Georgian Bay and a 2.5 hour-drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life. Join us as our **Fundraising & Special Events Intern** at the Bobby Orr Hall of Fame in this full-time, one-year contract position. The Bobby Orr Hall of Fame shares a facility with the Charles W. Stockey Centre for the Performing Arts, this is an excellent opportunity to gain job experience in a multi-disciplinary arts facility in cottage country.

Responsibilities:

The Fundraising & Special Events Intern will collaborate with the Curator in planning and executing a new fundraising initiative for the Bobby Orr Hall of Fame. The Intern's responsibilities will include researching and formulating a comprehensive fundraising strategy, assisting in the organization and management of a community event at the Hall of Fame and supporting an oral history project designed for an online exhibit. The role emphasizes strategic planning and hands-on participation in promoting the Hall of Fame's mission through special events.

Find a complete job description on the Town of Parry Sound website at (www.parrysound.ca)

Eligibility Requirements:

Northern Ontario Heritage Fund Corporation (NOHFC) funding for the position requires the following:

- < Are new entrants into the work force, are transitioning to a new career, or the unemployed or underemployed who are entering a new field;
- < Have not previously participated in a NOHFC-funded internship;
- < Are at least 18 years of age;
- < Candidate must be entitled to legally work in Canada; and
- < Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

Job Specific Knowledge, Skills and Abilities:

- Post-secondary degree or diploma in a relevant field.

- Excellent verbal and written communication skills.
- Strong attention to detail.
- Experience with planning and executing events.
- Exceptional customer service skills.
- Ability to perform tasks with minimal supervision.
- Ability to perform multiple, concurrent tasks.
- Ability to work with volunteers and as a member of a team.
- Understanding of the need for confidentiality, tact, and discretion in a public environment.

Benefits:

This is a full-time 35 hour/week, one-year contract intern position at a salary of \$41,863.

Response:

Please submit by e-mail only and in one document, your cover letter and resume, confirming your eligibility, and providing details of your education, training, and experience by **4 PM on Monday, February 24, 2025** to: Caitlin Dyer, Bobby Orr Hall of Fame Curator, at cdyer@bohf.ca.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.

We thank in advance all applicants for their interest. We will contact those applicants selected for an interview.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/public-program/workforce-development-program/>

