

Bereaved Families of Ontario - Halton/Peel

Role: Fundraising and Events Assistant Placement Student (Remote, Unpaid)

About Us: Bereaved Families of Ontario - Halton/Peel (Centre for Grief & Healing) provides free, compassionate grief support to individuals aged 6 and up. We offer a variety of group programs tailored to different age groups and types of loss, including Child Loss, Partner Loss, and Parent/Guardian Loss. Our services aim to support individuals through the grieving process and provide a network of understanding and care.

Position Overview:

We are seeking a motivated and compassionate student to support our events and fundraising initiatives. This placement will begin in September 2026 and run for approximately 4–8 months, with the end date flexible to align with program requirements. In this role, the student will work closely with the Fundraising Manager and gain hands-on experience in event coordination, fundraising activities, community engagement, and peer-based grief support within a mission-driven organization.

Key Responsibilities:

- **Peer Support Assistance:**
 - Support the delivery of one-to-one peer support sessions for individuals who have experienced the death of a loved one. Sessions are up to 30 minutes in length and offered as part of an 8-session support structure.
 - The number of sessions facilitated will depend on the student's capacity, schedule, and readiness during the placement.
 - Participate in training with experienced staff before facilitating sessions independently.
 - Provide compassionate, peer-based emotional support in a non-judgmental and trauma-informed environment.
 - Maintain appropriate boundaries, confidentiality, and emotional safety during all peer support interactions.
- **Fundraising & Event Support:**
 - Support the planning and coordination of community events and fundraisers, with a primary focus on our largest annual fundraiser, Walk to Remember, taking place on September 19, 2026. You will also assist with additional initiatives such as Yoga For A Cause, Trees of Light (December 2026) and Bids of Hope (early 2027).
 - Assist onsite during events including, setup, registration, guest engagement and tear-down
 - Participate in outreach related to fundraising and events
 - Assist with fundraising and event communications including, newsletters, reports, emails and social media posts

- Assist with donor stewardship activities, including preparing thank you letters or emails
- Help maintain and organize event supplies, signage and marketing materials
- Assist with tracking event metrics, attendees, and fundraising results for reporting and evaluation
- Support event sponsorship outreach by preparing materials or assisting with follow up communications
- **Administrative Support:**
 - Support Event Committee meetings (and other internal meetings) by taking meeting minutes, organizing notes, and helping with follow-up tasks
 - Assist with tracking and organizing invoices, receipts, and expense reports related to events and fundraising
 - Support the team with general administrative tasks, including data entry, file organization, and document preparation

Position Requirements:

- **Requirement to have experienced the loss of a close relative or friend and have gone through own grief journey.**
- Willingness to support one-to-one peer support sessions as part of the placement role, following training.
- Holds an open, non-judgemental, person-centered, trauma-informed mind-set.
- Has a desire to develop a career in helping professions such as, peer-support, mentoring, coaching, counselling, consulting, or therapy.
- Must have their own laptop/computer and internet connection in a good working condition.
- **Availability:** Must be available to both work remotely and attend in-person events in Halton-Peel and/or Toronto
- **Vulnerable Sector Check:** A current Vulnerable Sector Check is required.
- **Proficiency in Tools:** Comfortable using platforms such as Google Drive, Gmail, and Canva.
- **Related Experience:** Volunteer or work experience related to grief and bereavement considered a strong asset.
- **Professionalism:** Interacting with all participants, volunteers, students, and staff in a professional manner which includes remote interactions in virtual groups and meetings (such as, not using a phone during interactions or browsing the internet while in online meetings/groups)
- **Ability to work with self-direction and independence:** As a remote placement, it is important for the student to be able to work independently.

Skills:

- Strong interpersonal skills, including the ability to connect with diverse groups of people.
- Ability to work both independently and collaboratively with a team.

- Interest in nonprofit or community work
- Excellent communication skills, including verbal and written.
- Stance of curiosity to learn from individual lived experiences.
- Ability to express and develop empathy (understanding another's lived experience) and compassion (capacity to support another through the challenges of their lived experience).
- Understands the value of self-care and community care ("we-care"), including how to balance the two effectively.
- Values learning and is able to work independently.
- Ability to prioritize tasks, manage time effectively, and maintain attention to detail.

Supervision:

This position will be supervised by the Fundraising Manager providing students with a unique opportunity to gain experience in a non-for profit setting..

Diversity and Inclusion Statement:

We are committed to fostering a space that celebrates diversity, equity, inclusion, and accessibility. We encourage individuals from all backgrounds to apply, particularly women-identifying individuals, racialized and Indigenous peoples, people with disabilities, and 2SLGBTQ+ individuals. We believe that a diverse team enhances our ability to meet the needs of the communities we serve.

Application Instructions:

1. Tailor your resume directly to Kelly Price (she/her) at fundraising@bereavedfamilies.ca
2. Include your name, program, campus, year, availability plus any field experience requirement in the body of your email.

This position offers a meaningful opportunity to build skills in fundraising, event planning, and community engagement while supporting individuals navigating grief.

We thank all applicants for their interest in this opportunity. Only those selected for an interview will be contacted.