



Summer Student Fundraiser– Full time, July & August

The Legion Foundation BC/Yukon is the charitable arm of The Royal Canadian Legion BC/Yukon Command. As a registered charity, we care for Veterans by running and providing funding directly to programs that provide; medical services & equipment, career transition services, research & treatment of trauma & PTSD, and support for Veterans experiencing homelessness or near-homelessness.

The Opportunity

We are seeking an enthusiastic and community-minded **Summer Student Fundraiser** to support our fundraising and outreach activities over the summer months. This full-time, in-person position offers a hands-on opportunity to gain practical experience in fundraising, event support, donor engagement, and community relations while making a meaningful impact.

Reporting to the **Manager, Philanthropy & Legacy Giving**, the Summer Student Fundraiser will play an important role in engaging the public, supporting events, and assisting with donor and community communications. This position is ideal for a student who enjoys interacting with people, working in a fast-paced environment, and contributing to a cause-driven organization.

A Typical Week

In this role, no two weeks will look exactly the same. One week, you may be assisting with on-site fundraising at a charity ball tournament, selling 50/50 tickets. The next week, you might be visiting local businesses to see if they will donate to our upcoming Silent Auction. Another week, you might be helping to write thank you cards or draft social media content.

Qualifications

- Excellent verbal and written English communication skills. Additional languages are an asset.
- Strong communication skills both verbal and written to communicate with volunteers, donors and corporations in a polite, friendly manner.
- Must be able to work in a team environment and be able to work independently.
- Extensive working knowledge of social media platforms (Facebook, Instagram, etc.).
- Working knowledge of MS Office (Word, Excel, and PowerPoint).
- Lived experience with the military (Veteran or direct family of a Veteran) is an asset.

Skills and Abilities

- Outstanding organizational, and time management skills
- Comfortable communicating by email, text message, telephone and in-person
- Ability to develop and maintain rapport with a variety of internal and external stakeholders
- Proficiency working in a digital environment including handling digital files, online meetings and digital phone calls
- Willingness to learn and contribute to a variety of fundraising and outreach activities



Requirements

- MUST have a valid Driver's License and reliable transportation
- MUST be able to work a flexible schedule, including some evenings, weekends and specifically, the August long weekend

This position is funded by the Canada Summer Jobs grant. As a result, candidates must:

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act* and;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for long term connection to the labour market. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident or person who has been granted refugee status in Canada.

Hours: Full-time, 35 hours per week for up to 8 weeks

Schedule: Flexible, typically Monday to Friday, with required evening and weekend work, including the August long weekend

Compensation & Benefits

- Hourly rate of \$18.25 per hour, paid bi-weekly
- July 6th to August 28th – 35 hours per week average
- Free parking
- Fun work environment

Closing Date

Sunday, June 7, 2026 (at 23:59)

Candidate screening and interviews will be ongoing and will start immediately. Interested students are encouraged to apply early.

How to Apply

Please submit your cover letter and resume to hr@legionbcyukonfoundation.ca with the subject: "Summer Student Fundraiser". Individuals who identify as LGBTQIA+, Indigenous, Black or other racialized Canadians, or candidates with lived experience with Veterans are encouraged to consider this opportunity, even if they don't appear to meet all of the desired qualifications. Due to a high volume of applications, only those invited to interview will be contacted.