



## Finance & Fundraising Assistant

**CONTRACT – Canada Summer Jobs Contracts (30 hours/week for 9 weeks – 270 hours total)**

LGBT YouthLine is an anti-racist, youth-led organization that connects 2SLGBTQ+ youth (29 and under) across Ontario to resources and community through peer support, training, advocacy, and referrals.

This position is funded by *Canada Summer Jobs*. Applicants must:

- Be between 15 and 30 years of age at the start of employment.
- Be part of the 2SLGBTQ+ community.
- Be a Canadian citizen, permanent resident, or person with refugee protection under the Immigration and Refugee Protection Act for the duration of employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with provincial/territorial legislation.

## Compensation:

- \$21.00/hour + 4% Vacation Pay
- Paid Sick Time

## Responsibilities:

- Support in financial record-keeping, analysis, and data management for the organization.
- Support in the financial operations of a charitable non-profit organization in the 2SLGBTQ youth sector.
- Support our annual Pride Campaign focused on engaging the 2SLGBTQ+ community across Ontario, including through in-person/online Pride events.
- Assist in the development of tools, processes and best practices in finance that are youth-focused and inclusive of all levels of financial literacy.
- Contribute to evaluation and reports, as requested.
- Participate in YouthLine meetings and events, as requested.
- Other duties as assigned.



### Required Skills:

- Understands and supports anti-oppression and anti-racism, through lived, theoretical and practical methods;
- Knowledgeable and comfortable with the diverse issues facing 2SLGBTQ+ youth in specific regions and/or across Ontario;
- Excellent proficiency in Microsoft Office and all its applications;
- Strong written and oral communication skills;
- Demonstrated ability to work both in a team environment as well as independently.

### Assets:

- An interest in learning about finance and fundraising processes in a non-profit environment.

### Work Environment

- Hours of Work: 30 hours/week
- Location: Hybrid In-Person/Remote. Ability to work from our fully accessible office in central Toronto required at times, otherwise will be home-based. Access to reliable internet and laptop is required
- Supervision: This position is supervised by the Finance Manager

### Application for Consideration

- Application deadline: May 5, 2025
- Submit a resume and cover letter to [jobs@youthline.ca](mailto:jobs@youthline.ca) focusing on demonstrated skills and why the position appeals to you.
- Due to limited resources and time constraints, only candidates who are selected for interviews will be contacted.
- Contact [jobs@youthline.ca](mailto:jobs@youthline.ca) for questions or accommodations in the application process.

**LGBT YouthLine only considers applicants who identify as part of the 2SLGBTQ+ community.** Grounded in principles of anti-racism and anti-oppressions, we recognize and encourage applications from communities that are further marginalized in employment opportunities, including: Black, Indigenous, and people of colour, trans-



feminine people, disabled people, people with experiences of migration, and people who have experiences of poverty. **Applicants are strongly encouraged to self-identify in their cover letters, which will be kept confidential.**