

## Campaign Associate

Reporting to the Campaign Director (CD), the Campaign Associate works very closely with the Resource Development (RD) team to support the United Way KFLA events, campaign plans and projects, ensuring that all details and logistics are completed within timelines.

The Campaign Associate provides logistical and administrative support to other departments as required, providing excellent customer service, liaising with vendors, managing inventory and supplies.

## United Way KFL&A is looking for:

- Certificate / diploma from community college
- Minimum of two years' administrative experience providing excellent customer service internally and externally in a fast-paced office
- Proficiency in French is an asset
- Sound computer skills including: spreadsheets, word processing, email / internet, database and / or customer relationship management and / or design software
- Well-developed analytical and reasoning skills (data analysis and evaluation)
- Ability to understand, express and apply concepts and instructions of a general nature as well as somewhat technical / scientific / administrative concepts, methods and procedures
- Ability to use moderately complicated formulae, tables and graphs
- Strong written, verbal, interpersonal and communication skills
- Proven time management skills and ability to effectively organize work in an environment with competing work duties
- Ability to work in a flexible office environment and pay attention to detail
- A committed team player who is also able to work in a self-directed manner
- Non-traditional hours may occasionally be required due to deadlines or other operational issues
- Access to adequate transportation is essential

To learn more about the role, please visit [www.unitedwaykfla.ca/careers](http://www.unitedwaykfla.ca/careers)

Please send resume and cover letter as one document in .pdf, .doc. or .docx format to: [hrprojects@unitedwaykfla.ca](mailto:hrprojects@unitedwaykfla.ca). Please indicate 'Campaign Associate' in the subject line

All applications are due by **March 13, 2023 at 4:00 PM** (or until filled).

**Salary Range:** \$41,237 - \$51,547 (Level 2)

*This position works in-person at the United Way office at 417 Bagot Street, Kingston ON*

*The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society. Should you require accommodation to participate in the selection process, please contact Marysabel Montilla ([mmontilla@unitedwaykfla.ca](mailto:mmontilla@unitedwaykfla.ca)).*