

**Key Details:**

Job Title: Philanthropy & Community Engagement Associate

Type: Independent contractor; flexible, assignment-based work

Location: Administrative assignments are completed on site at Variety Village, 3701 Danforth Avenue, Scarborough, ON M1N 2G2. Community, fundraising, event and charitable gaming assignments may take place at approved locations throughout the Greater Toronto Area, with occasional assignments elsewhere in Ontario.

Schedule: Variable assignments may include daytime, evening and weekend work. Assignment frequency and duration will vary based on organizational needs, and no minimum number of hours or assignments is guaranteed.

Rate: \$20.00/hour for general assignments; \$37.50/hour for charitable gaming assignments; specialized assignment rates may vary.

Reports to: Director, Philanthropy & Partnerships

Vacancy: This is a position to be filled.

AI Disclosure: Variety does not use artificial intelligence or automated tools to screen, assess, or make hiring decisions. All applications are reviewed by our hiring team.

Variety is committed to building an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from those who are passionate about contributing to a workplace culture where everyone feels valued and included. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and anyone who can add to the diversity of our team.

About Us:

Variety – the Children’s Charity (Ontario) is part of the Variety Group of Companies, together with Variety Village and Variety Club of Ontario – Tent 28. Variety supports inclusive sport, recreation and programming for children and people with disabilities at Variety Village and in communities throughout Ontario. Its work is funded through individual donors, corporate sponsorships, fundraising activities, government support and foundations. Variety Village is a 170,000-square-foot inclusive fitness and para-sport facility offering programs, training and camps for people of all ages and abilities.

Vision Statement:

“A Welcoming Community and World-Renowned Facility that Empowers All.”

Mission Statement:

“As a Charity, we embrace a people first philosophy, prioritizing inclusivity and support for all. Our Mission is to empower individuals to connect, thrive, and achieve their personal bests.”

Values:

Inclusivity:	We host events, deliver programs, and create programs for all.
Respect:	We foster a culture of mutual and equal respect.
Trust:	We create a safe and trustworthy environment for active participation and are a trusted source of expertise.
Empowerment:	We facilitate personal growth and development.

The Opportunity:

This opportunity offers flexible paid assignments, exposure to fundraising and community engagement work, opportunities to build transferable skills and connections, and the chance to support inclusive programs for people of all abilities.

The Philanthropy & Community Engagement Associate is an independent contractor who provides flexible, assignment-based support to Variety – the Children's Charity (Ontario) and its Philanthropy & Partnerships team.

Associates help represent Variety in the community and contribute to activities that generate and sustain charitable revenue in support of the organization’s mission. Depending on organizational needs and the individual’s skills, availability and training, assignments may include community-based charitable revenue activities, donor and community outreach, fundraising campaigns, events, neighbourhood engagement and administrative support.

Individuals selected for this role become part of a contractor roster supporting the ongoing needs of the Philanthropy & Partnerships department. Contractors provide their general availability and relevant scheduling or geographic limitations, allowing Variety to coordinate assignments according to organizational needs.

The role is designed for dependable, community-minded individuals who value flexible paid work rather than a conventional part-time schedule. Associates can expect varied opportunities to use their skills, meet people, build connections, earn additional income and contribute to work that creates opportunities for people of all abilities.

Key Areas of Responsibility

Assignments will vary according to organizational needs, individual skills, availability and applicable training. They may include:

Community Representation & Charitable Revenue Support

- Represent Variety professionally at approved community locations and charitable revenue activities.
- Welcome and interact with members of the public, provide general information and help create a positive experience on behalf of Variety.
- Complete approved customer-service, community-support and related activities associated with the assignment.
- Support Variety's participation in charitable gaming activities at approved locations, in accordance with applicable training, site requirements and regulatory conditions.
- Follow assignment-specific procedures relating to attendance, safety, conduct, accessibility and organizational representation.
- Communicate concerns or issues promptly to the appropriate Variety or site contact.

Fundraising & Community Engagement

- Support approved donor, community and awareness outreach by telephone, in person or through other assigned channels.
- Assist with neighbourhood and community-based fundraising or awareness activities.
- Represent Variety at fundraising events, community events, campaigns and other approved activities.
- Support event preparation, participant or guest engagement and other on-site event needs.
- Use approved messaging, scripts and materials when representing Variety or communicating with donors and community members.

Campaign & Administrative Support

- Assist with campaign mailings, donor acknowledgements, materials preparation and other fundraising logistics.
- Complete approved data entry, record maintenance and basic revenue-administration assignments where appropriate.
- Record activity, outcomes and required follow-up using approved organizational systems or trackers.
- Support other short-term projects within Philanthropy & Partnerships based on organizational need and the associate's skills, experience and applicable access permissions.
- Maintain appropriate confidentiality and privacy when working with organizational, donor or community information.

Key Competencies

- Strong reliability, punctuality and follow-through.

- Friendly, professional and respectful communication skills.
- Comfort interacting with a wide range of people in person and, where required, by telephone or email.
- Good judgement and the ability to follow established procedures and seek guidance when appropriate.
- Ability to work independently within the expectations of an assigned activity.
- Respect for confidentiality and privacy.
- Comfort learning new tasks and completing required training.
- Commitment to accessibility, inclusion and respectful representation of Variety.
- Ability and willingness to travel to assignments in multiple locations throughout the Greater Toronto Area.
- Ability to arrange reliable transportation that allows for punctual arrival at assigned locations. Transportation may include a personal vehicle, public transit, taxi or rideshare, or another reliable means of travel.
- Sufficient availability to participate consistently in assignments, including some daytime, evening and/or weekend work.
- Experience in customer service, administration, hospitality, events, fundraising, donor outreach, sales, community engagement or related areas is considered an asset but is not required.

Applicants must be legally entitled to work in Canada and able to meet any assignment-specific eligibility, identification, training or site-access requirements. Successful candidates will be required to complete reference checks and other screening appropriate to the assignments offered. Certain assignments may also have bona fide physical requirements. Any physical requirements will be communicated in advance, relate directly to the assignment and be considered in accordance with Variety's accommodation process.

How to Apply:

Expressions of Interest should include a resume and cover letter addressed to Human Resources at humanresources@varietyontario.ca

Variety Village is committed to providing an inclusive and accessible recruitment process. Accommodation requests can be made at any stage of the recruitment process, provided the applicant meets the qualifications and requirements outlined in the job posting. Applicants are encouraged to communicate their accommodation needs when contacted.

We thank all candidates for their submission. Only shortlisted candidates will be contacted with further details regarding the next stage(s) in the interview process, which will include in-person interviews and a practical component.

For more information, please visit: www.varietylvillage.ca