

Detailed Job Description

JOB TITLE:	Funding Assistant
HOLDER:	_____
PURPOSE:	Assist Communications Director in funding affairs
HOURS:	5 hours / week (voluntary)

Responsibilities & duties

- Responsibility 1 – Assist the Communications Director in applications and fundraising.**
- Responsibility 2 – Contact companies and organizations for funding and sponsorship opportunities.**

Qualifications

SVM is a space for learning, if you are interested in the position but do not fill all of the qualifications - contact us anyway! We are always looking for new talents to join our team!

- Experience with fundraising or finance/funding.**
- Know basic ASL or LSQ.**
- Knowledge of Microsoft Excel and Google Drive.**

Perks

- Be a part of Montreal's first ASL theatre's success.**
- Learn ASL through working with Deaf members.**
- Get free tickets to the shows and get the inside scoop.**
- Feel really good about giving to the community.**