



## FRIENDS of the SIX NATIONS PUBLIC LIBRARY FOUNDATION, Est. 2011

PO Box 149

1679 Chiefswood Road

Ohswegen, Ontario N0A 1M0

phone • 519-445-1659 fax • 519-445-2872 email • [foundation@snpl.ca](mailto:foundation@snpl.ca) web • [www.snpl.ca/foundation](http://www.snpl.ca/foundation)  
BN: 81720 1007 RR0001 Corp No: 1838634

### ---Term Posting---

October 28, 2016

**Summary:** The Friends of the Six Nations Public Library Foundation (“Foundation”) is seeking a qualified candidate to act as a Fundraiser and Programming. This individual will coordinate all efforts for the 2017 planning of events and be responsible for the implementation of those events which fall within the contract dates. A target of \$100,000 in fundraising efforts has been determined by the Board for this period.

**Hours of Work:** This contract is between 25-30 hours per week with some flexibility in the determination of the days of work.

**Salary:** Salary range is \$13-15.00. The Foundation participates in EI, CPP, and WSIB as well as other taxation non-statused candidates.

**Duration of Employment:** This position is  $\frac{3}{4}$  time for no less than 25 weeks of start date. If the candidate proves to be highly motivated and successful in the position, the duration of employment and hours of work may be extended.

**Minimum Qualifications:** All applicants should have

- Strong work ethic
- Must pass a Criminal Records Check
- Strong Communication Skills
- Comfort and Knowledge with various Microsoft Office software
- Demonstrated Experience organizing projects and events
- Willingness to learn new technologies

**Deadline for Applications:** All applicants should submit a cover letter, current resume, and 2 listed references no later than **4pm on Monday, November 14, 2016**. Evidence of general qualifications as well as organizational and event planning skillset should be detailed within these documents.

**Submission of Applications:**

- Electronically to [foundation@snpl.ca](mailto:foundation@snpl.ca)
- Fax at 519.445.2872
- Mail to PO Box 149, Ohswegen ON N0A 1M0
- Delivered to the Six Nations Public Library at 1679 Chiefswood Rd.

*Only applications received by 4pm on the deadline will be accepted. The Foundation is not responsible for applications not received due to technical errors or delayed delivery.*