



**PROGRAM DELIVERY OFFICER
SUMMER POSITION - FULL TIME
8-week Contract
35 hours/ week
\$17.60/ hour**

Why Work with Us?

- **Inclusive and Accessible**
Shine Foundation is committed to fostering an inclusive and accessible environment. We welcome and encourage applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.
- **Reasonable Work Hours**
Our standard hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. There may be occasional work outside these hours, including weekends, to accommodate special events and support national time zones.
- **Compensation**
The hourly rate for this position is \$17.60 per hour worked.
- **Balanced and Supportive Work Environment**
We believe in celebrating every success. We recognize important moments in our team members' lives.
- **Experienced Leadership**
You'll be supported by an experienced leadership team that prioritizes growth, collaboration, and respect.
- **A Compelling Mission**
Join an organization driven by purpose. We're committed to making a meaningful difference in our community and the lives of those we serve.

About the Role!

- In this role, you will primarily support Shine's Program Team in delivering the Dream Program, ensuring that all aspects run smoothly, on schedule, and within budget.
- You will coordinate with young people (aged 11–21), their families, stakeholders, and vendors to facilitate seamless program execution. By paying close attention to detail and maintaining high standards in all interactions, you will help create experiences that are impactful, memorable, and tailored to the unique needs of each Dreamer.
- This role gives you the opportunity to work with multiple departments with responsibilities spanning Fund Development, Programs, and Marketing.
- You will collaborate as part of a team and occasionally assist with tasks outside of your immediate role.
- **This is a London, Ontario based position with a hybrid working model.**

Key Responsibilities!

- **Program Support**
 - Assist the Program team with all tasks related to Dream delivery and project management.
 - Negotiate partnerships or Gift in Kind donations as they relate to Dream delivery.
 - Build a pipeline of provincial and national funding opportunities.
- **Communication**
 - Interact with program participants, families, volunteers, vendors, sponsors, and other stakeholders through video calls, phone calls, and email.
 - Always maintain professional and effective communication.
- **Event Coordination & Project Management**
 - Plan, coordinate, and execute events.
 - Take responsibility for specific projects as assigned.
- **Fundraising & Advocacy**
 - Solicit donations or sponsorship on behalf of Shine in a professional, assertive manner.
 - Co-create funding proposals or briefs as needed.
- **Representation**
 - Representing Shine at external events and functions, ensuring a positive organizational presence.
- **Marketing**
 - Undertake a S.W.O.T analysis for Shine.
- **Database Management**
 - Maintain the Donor Perfect database, ensuring accurate tracking of donors, participants, and program metrics.

Let's Talk About You!

You are an adaptable, motivated, and compassionate individual who brings professionalism, curiosity, and a commitment to Shine's mission. You thrive in dynamic environments, balancing multiple priorities while maintaining empathy and attention to detail. Specifically, you:

- Have or are working toward an undergraduate degree in a related field.
- Possess exceptional professional communication skills in both official languages.
- Manages multiple priorities and conflicting deadlines effectively.
- A creative problem solver who performs well under pressure.
- Have advanced proficiency with Microsoft Office Suite and Microsoft Teams.
- Know the database Donor Perfect database
- Have experience working in a fast-paced and at times, emotionally charged environment.
- Handle confidential information with discretion, respecting the privacy of young people and families.
- Is sensitive to and understand the unique issues and challenges faced by individuals living with disabilities.
- Have experience engaging with people from diverse ethnic and social backgrounds.
- Demonstrate strong attention to detail and the ability to manage multiple projects simultaneously.
- Is a confident negotiator with a tenacious yet pragmatic approach.
- Are between 15 and 30 years of age (as required by Canada Summer Jobs program funding).



Next Steps!

Apply today! We'll be filling this position as soon as possible.

- Please submit your **cover letter and resume** to: careers@shinefoundation.ca
- **You must indicate the Job Title in the Subject Line.**

Shine's Purpose:

Shine Foundation changes the lives of young people ages 11-21 living with severe physical disabilities. We work together with the Dreamer to create customized experiences that range from meeting a hero to adapted sports equipment and almost anything in between. A Dream fulfilled helps them develop greater confidence and independence, imagine new possibilities and inspires them to lead a brighter, more hopeful future. Since its inception in 1987, Shine has fulfilled 9,000 Dreams for young people across Canada.

About Our Team:

Shine is a team that thrives on working together, and we value the contribution of the individual to overall organizational goals. We are committed to the well-being of our team, including their growth and development. Our team is motivated by the change we see in the young people we serve.

Our Commitment to Diversity, Equity, and Inclusion:

Shine Foundation is an equal opportunity employer and is committed to creating a diverse and inclusive workplace. We welcome and celebrate differences, and we encourage everyone to bring their authentic selves to work.

We do not discriminate based on race, colour, religion, sexual orientation, gender identity or expression, national origin, age, or disability. Discrimination and harassment of any kind are strictly prohibited.

At Shine, our mission is to create an environment where everyone feels valued, respected, and included — because when we shine together, we make the biggest impact.

To learn more about Shine and the work we do, please visit www.shinefoundation.ca