



Providing timely financial support to families caring for children in medical crisis, when they need it most.

Summer Intern –Special Events Coordinator
30 hours/week | \$18.60/hour | May 11 – August 29, 2026

Our Mission

For over 35 years, Jennifer Ashleigh Children's Charity has provided urgent financial relief to families caring for children facing a life-threatening illness or traumatic injury that requires extensive medical interventions and treatments. For families with modest incomes and no cash reserves, managing the many hidden costs associated with a lengthy hospital stay can be crippling. From the unexpected medical expenses not covered by OHIP to the costs of transportation, accommodations, and basic daily needs, our charity helps bridge the gap, giving parents the breathing room they need to focus on what truly matters: their child.

Position Overview

As a Summer Intern – Special Events Coordinator, you will gain hands-on experience across all areas of a dynamic charitable organization. This summer role offers a unique opportunity to contribute to meaningful initiatives, from administrative support to large-scale event execution, while developing skills in communications, fundraising, and community outreach.

Tasks & Responsibilities

- Provide administrative support, including filing, data entry, and office organization.
- Assist with fundraising initiatives, including soliciting gifts-in-kind, supporting foundation grant applications, and contributing to donor outreach.
- Help plan, set up, execute, and close major events, including our signature Family BBQ, welcoming 1,000 guests for a day of activities, fun, and fellowship.
- Represent the charity at third-party community events throughout the summer, including occasional weekends.
- Support outreach to hospital social workers, community partners, and volunteers to strengthen relationships and increase awareness of the charity.
- Contribute to marketing and communications initiatives, including social media, newsletters, and promotional materials.

Learning Opportunities

- Exposure to the full spectrum of charitable operations, including administration, fundraising, event management, and community engagement.
 - Professional experience in donor relations, event logistics, and nonprofit communications.
 - Development of the following skills:
 - Adaptability
 - Collaboration & Teamwork
 - Communication
 - Creativity and Innovation
 - Digital Skills
 - Problem-solving
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Qualifications

- Post-secondary education in-progress or completed
 - Proficiency in MS Office Suite
 - Enthusiastic, organized, and able to work both independently and collaboratively.
 - Strong communication skills, both written and verbal.
 - Flexible availability, including some weekends for events.
 - Interest in nonprofit work and supporting families experiencing medical crisis.
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Please submit your résumé and brief cover letter to **Bryn Evans, Director, Family Financial Support** (bevans@jenash.org) with the subject line: *Summer Intern – Special Events Coordinator 2026*.

Jennifer Ashleigh Children's Charity is an equal opportunity employer committed to fostering an inclusive and accessible workplace. We welcome and encourage applications from individuals of all backgrounds. Accommodations are available on request for candidates taking part in all aspects of the selection process.