



Role: Fundraising and Project Admin Officer (Canada Summer Jobs Intern)

Preferred Location: Anywhere in Canada

Position Type: Internship (Full-Time, Term Position via Canada Summer Jobs)

Canada Summer Jobs #5059491

Duration: 12-week contract, with potential to extend up to 24 weeks depending on performance and project needs

To apply to a Canada Summer Jobs opportunity, applicants must be between 15 and 30 years of age and legally entitled to work in Canada (which means you must have a valid social insurance number).

Reports to: Manager, Strategic Growth and Communication

Application Deadline: Wednesday, May 14, 2025

Applicants are encouraged to apply earlier and up until the deadline. We thank all applicants in advance for their application, but be advised that only applicants selected for an interview will be contacted.

About QUEST Canada

[QUEST Canada](#) is a national charity that supports communities in Canada on their pathway to net-zero. Since 2007, we've been facilitating connections, empowering community champions and enabling decision-makers to implement efficient and integrated energy systems that best meet community needs and maximize local opportunities. We develop tools and resources, convene stakeholders and rights holders and advise decision-makers — all with the goal of encouraging and assisting communities in their contribution to Canada's net-zero goals.

QUEST Canada is a remote-first organization with staff across Canada. We encourage and support a flexible work environment.

Overview

The Fundraising and Project Admin Officer (Intern) will provide essential support to the fundraising team while also assisting with general administrative tasks. This role offers hands-on experience in donor relations, grant tracking, event planning, and nonprofit operations, making it an ideal opportunity for someone looking to build a career in the nonprofit or social impact space.

Key Responsibilities

Fundraising Support

- Assist in researching potential donors, funding opportunities, and partnerships.



- Help prepare grant proposals, donor reports, and fundraising materials.
- Support the planning and execution of fundraising campaigns and events.
- Maintain accurate records of donor information and contributions.
- Support with the management of a donor database / CRM platform.
- Track grant deadlines and reporting requirements.

Administrative Support

- Manage scheduling, meeting coordination, and general office communications.
- Maintain organized filing systems (digital and physical).
- Support logistics for team meetings, workshops, and external engagements.
- Assist with data entry and documentation as required.

Communications & Outreach

- Draft thank-you letters, emails, and other correspondence to donors and partners.
- Help update content for newsletters, social media, or fundraising platforms.
- Support the creation of promotional materials or event collateral.

Monitoring & Reporting

- Assist in tracking key performance indicators (KPIs) related to fundraising and donor engagement.
- Support preparation of internal reports and dashboards.

Qualifications

- Currently pursuing or recently completed a degree in Nonprofit Management, Business Administration, Communications, or a related field.
- Strong written and verbal communication skills.
- Detail-oriented with excellent organizational skills.



- Comfortable using Microsoft Office, Google Workspace, and online collaboration tools.
- Interest in fundraising, nonprofit work, and community development.
- Ability to work independently and manage multiple tasks.

Note: Previous internship experience in sales, business development and fundraising will be an advantage

Compensation & Benefits

- Contract (12-week), full-time position
- Competitive pay (\$23/hour)
- Flexible and remote working arrangements

Employment Equity

QUEST Canada is an equal opportunity employer which has been operating since 2007. We welcome diversity and inclusion in the workplace and encourage applications from qualified individuals in equity deserving and traditionally marginalized groups such as racialized people, Indigenous people, LGBTQIA2S+ people, and persons with disabilities to apply. We encourage applicants to self-identify if they are a member of an equity-deserving group through our application link below.

QUEST Canada is committed to and working toward developing inclusive, barrier-free selection processes and work environments. If you are contacted to be considered for a job opportunity, advise the QUEST Canada representative of accommodation measures that should be taken to enable you to be assessed in a fair and equitable manner. Information relating to these measures will be addressed confidentially.

To Apply

To apply for this position, please submit a cover letter, résumé and an indication of start date availability via this [link](#). The ideal start date for the successful candidate is June 2025.

The deadline for application is **May 14, 2025 at 11:59 pm ET**. Applicants are encouraged to apply earlier and up until the deadline. We thank all applicants in advance for their application, but be advised that only applicants selected for an interview will be contacted.