



Partnerships & Fund Development Assistant

Canada Summer Jobs 2026 8-Week Position

About the Moose Hide Campaign

The Moose Hide Campaign is a grassroots movement of Indigenous and non-Indigenous peoples standing together to end gender-based violence. With over 8 million pins gifted and more than 40 million conversations sparked, we are growing a nationwide movement of safety, healing, and accountability.

Learn more: www.mooshidecampaign.ca

Position Summary

We are looking for a Partnerships & Fund Development Assistant to support our fundraising and partnership development work during the summer. This role focuses on grant research, sponsor outreach, partner communications, and administrative support. It is a great fit for someone who is organized, comfortable with writing and research, and genuinely interested in how an Indigenous-led organization builds relationships and secures resources.

Location: Remote

Term: July 6 - August 21, 2026 (Canada Summer Jobs)

Start Date: July 6, 2026

Hours: 35 hours per week

Hourly pay: \$20

What You Will Do

- Research and compile grant and funding opportunities relevant to the Campaign's work
- Draft and edit grant components, organizational background materials, and funding applications
- Support sponsorship pipelines by building prospect lists, sending introductory emails, and tracking communications
- Prepare briefing notes, slide decks, and materials for partner meetings
- Attend internal meetings, take notes, and track partnership commitments and deadlines

What You Bring

- Comfort with writing, research, and organizing information clearly
- Attention to detail and follow-through on tasks and timelines
- Ability to work collaboratively in a small team environment
- Familiarity with Microsoft Office (Word, Excel, PowerPoint)
- Understanding of or genuine interest in Indigenous-led movements and reconciliation (an asset)



Competencies we value

- Reliability and accountability
- Clear, respectful written and verbal communication
- Discretion when handling organizational and partner information
- Adaptability during a busy season
- Commitment to working respectfully within an Indigenous-led organization and to the Campaign's mission to end gender-based violence

How to Apply

Please send your resume and a brief cover letter (one page or less) to careers@reimaginetwork.ca with the subject line: Partnerships & Fund Development Assistant - MHC

To be eligible for Canada Summer Jobs, applicants must be between 15 and 30 years of age at the start of employment, be a Canadian citizen, permanent resident, or hold refugee protection status in Canada, and be legally entitled to work in Canada.

We strongly encourage applications from First Nations, Métis, Inuit, and all Indigenous Peoples, people who are 2SLGBTQIA+, racialized people, and people with disabilities. Lived experience is valued. Formal credentials are not required. We are committed to an inclusive recruitment process, and accommodations are available at any stage upon request. To request support, please contact careers@reimaginetwork.ca.