

Finance and Sponsorship Coordinator (Summer Student)

About CTPA

The Canadian Tamil Professionals Association (CTPA) is a non-profit, non-partisan organization focused on developing career opportunities for emerging and established professionals through professional networking, professional development and mentorship. As a non-profit organization, we work hard to support the pursuit of entrepreneurship, professional excellence, and economic empowerment within the Canadian Tamil community and thereby Canada as a whole.

About the Position

The duration of the role will be eight weeks with 35 hours per week.

The Finance and Sponsorship Coordinator will be expected to play a significant role in supporting the External Relations team in developing sponsorship packages and monitoring our relationship with partners and sponsors.

Roles and Responsibilities

- Assist in gathering details to design sponsorship packages
- Reach out to potential partners and sponsors as necessary
- Lead process in developing an organization database and customer management tool
- Support in other ad-hoc teams tasks as necessary

Skills and Qualifications

- Currently enrolled and will be returning to post-secondary studies in a related subject
- Experience supporting other community organizations in outreach initiatives
- Excellent written and communication skills

What CTPA can offer you

- Experience working with other community partners and sponsors
- Exposure to professionals across various industries.