Job Posting - Events & Fundraising Coordinator

Eagles Nest is looking for a community-minded Events & Fundraising Coordinator to help grow community awareness, engagement, and fundraising for Eagles Nest.

Eagles Nest is a registered charity. For over 20 years, Eagles Nest has provided accessible mental health services to individuals and families across Hamilton and Halton. We offer therapy, coaching, and support programs for adults, youth, and children, rooted in compassion, love, inclusion, and integrity. Eagles Nest also operates Rescued & Restored, a 6,000-square-foot thrift store in Freelton that generates essential funding for our mental health programs while creating meaningful volunteer opportunities and offering sustainable shopping options.

Job Description: This is a hands-on role for someone who is highly organized, creative, personable, and detail oriented. The Coordinator will plan events, support fundraising campaigns, create promotional content, engage volunteers, and build relationships with community members and partners to grow awareness of Eagles Nest and support our mental health programs.

Key Responsibilities:

- Plan and attend outreach, awareness, and fundraising events.
- Represent Eagles Nest professionally and communicate our mission, programs, and impact to community members and potential supporters.
- Coordinate event logistics, including supplies, setup, and takedown.
- Maintain event and fundraising records, track deadlines, and coordinate follow-up activities.
- Support fundraising campaigns and third-party fundraising initiatives.
- Manage candle fundraiser sales, inventory, and related activities.
- Create and coordinate promotional content for events and fundraising initiatives across social media, email, print, and other communication channels.
- Work alongside and support volunteers at events and fundraising activities.
- Build and maintain relationships with donors, supporters, and community partners through regular communication, acknowledgements, and thank-you messages.
- Develop and implement new fundraising ideas and initiatives.
- Monitor event and campaign results and identify opportunities for improvement.

Qualifications:

- Experience in events, fundraising, nonprofit work, community engagement, or volunteer coordination is considered an asset.
- Highly organized, detail-oriented, and dependable.
- Excellent written and verbal communication skills.
- Confident, personable, and comfortable building relationships and networking.
- Strong time-management skills with the ability to manage multiple priorities and deadlines.
- Creative, resourceful, and proactive, with the ability to take initiative.
- Able to work independently and effectively as part of a team.
- Strong content creation skills, including writing and graphic design.
- Experience creating promotional content and materials, including written communications, graphic design, social media, email marketing, and Canva.
- Intermediate proficiency with Microsoft 365.

Requirements

- Reliable personal transportation is required.
- Ability to transport event materials and assist with lifting, setup, and takedown as required.
- Weekend and occasional evening availability is required.
- Must be legally eligible to work in Canada.

Location: Primarily in person at our main office, HOPE Centre, 606 Dundas St. E., Waterdown, ON
Hours: 35 hours per week
Compensation: $22 per hour
Term: one-year contract, with the potential for ongoing full-time employment.

To Apply: Please submit a cover letter and resume to **careers@eaglesnestwaterdown.ca**.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Eagles Nest is committed to an inclusive and accessible workplace. Reasonable accommodations are available upon request throughout the recruitment and hiring process.

posted October 2026