



## **Development Officer**

**Start Date:** June 15, 2026

**Application Deadline:** Until position is filled

**Compensation:** \$17.60 hourly, free onsite parking

**Reports to:** Manager, Fundraising

**Position Type:** Full-time, temporary (8-week contract), 35 hours/week, 5 days a week, typical work week Monday-Friday with some meetings or events during evenings

**Location:** Hybrid, Mix of remote work with 1-2 days/week at Woodbridge Centre

## **About Shining Through**

At Shining Through Centre, we believe every child deserves the opportunity to reach their fullest potential. Since 1999, we have been empowering children and youth with Autism and their families through compassionate, evidence-based therapy and family support.

Each year, more than 120 learners across our three Centres in the Greater Toronto Area participate in our programs — from early intensive therapy for toddlers to skill-building programs for youth preparing for independence. Behind every learner is a family navigating the challenges of caregiving, financial strain, and uncertainty about the future. We are here to walk that journey with them.

## **Development Officer Role**

The Development Officer will play a hands-on role in supporting the planning, and delivery of fundraising and communications at Shining Through Centre. Over an 8-week period, the Development Officer will support a broad scope of fundraising and communication initiatives. This is a generalist role with many opportunities to learn and hone your skills in various areas of fundraising and communications.

This role is designed to support emerging professionals seeking to build their career in fundraising, or marketing or communications in the non-profit, social impact sector.

## **Primary Responsibilities:**

### **Marketing & Communications**

- Assist in managing our social media platforms by creating posts, writing captions, monitoring social media trends, and tracking post-performance.
- Helping to maintain and update the social media calendar to ensure content aligns with our strategy and schedule across platforms like Instagram, Facebook, LinkedIn, and our website.
- Designing and editing graphics, proposals and other marketing materials in Canva.

- Draft copy for fundraising e-blasts, newsletters, and social media posts.

### **Events Management & Community Giving**

- Attend community fundraising events and represent Shining Through.
- Assist with planning for key events including our Car Wash, and Annual Gala.
- Help manage our online raffle and create content to promote the raffle.
- Take part in meetings with our volunteer-led Gala committee.

### **Grants & Foundations**

- Research potential corporate and foundation funders.
- Support with grant applications and funding proposals as required.

### **Administrative**

- Take part in regular meetings with our Business Manager and Fundraising Manager and contribute to the overall fundraising strategy.
- Administrative duties as required.

### **Other Responsibilities:**

- Work to further the goals of Shining Through Centre. Act in a respectful, accountable, and generous manner towards other staff, volunteers and the general public.
- Demonstrate a positive professional presence, inspiring and building confidence both with our Centres and outside in the community.

You will be required to use your own laptop/computer and phone for the duration of the 10 weeks, and you must have reliable internet and phone plan.

### **Benefits:**

- Develop administrative skills using MS Word, Google Spreadsheets/ Google Drive
- Gain valuable experience in communications, marketing, fundraising, project management and sales.
- Valuable experience in event planning and implementing fundraising events.
- Make a difference in your local community by representing a reputable charity who supports young people with autism.

### **Qualifications & Requirements:**

- Demonstrated interest in education and supports for young people with autism.
- Strong organizational, communication and time management skills
- Comfortable working independently and collaboratively
- Experience working with Microsoft office (specifically Word and Excel)
- Experience with graphic design, specifically in Canva would be an asset
- Experience writing captions and designing reels, graphics and posts for social media
- Comfortable using Google Workspace products (Google meet, Gmail, Drive)
- Excellent oral and written communication and interpersonal skills

- Comfortable speaking with all members of the public and strong command of the English language.
- Strong understanding of social media platforms and their functionalities, with the ability to engage audiences effectively.

**Please note that this position is funded through Canada Summer Jobs. You may be eligible for this role if you are:**

- Between 15 and 30 years of age at the beginning of the employment period
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and
- Legally entitled to work in Canada with a valid social insurance number
- International students are not eligible participants. The objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

**To apply:**

If you are interested in applying, please submit your resume and cover letter to Samantha Nicastro, BHRM, Human Resources Generalist at [snicastro@shiningthrough.ca](mailto:snicastro@shiningthrough.ca)

**Closing Date:** Until filled.

For more information about Shining Through, visit [shiningthrough.ca](http://shiningthrough.ca)

We encourage applications that reflect the diverse cultures and socio-economic backgrounds we serve at Shining Through. In keeping with our ongoing efforts to promote equity and reflect the diversity of our organization, we encourage applications from Indigenous peoples, persons with disabilities and members of visible minorities. Furthermore, we welcome applications from individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation.

We invite applicants to request accommodation, as required, throughout the application and hiring process. You will be contacted if you are selected for an interview.