



Projects, Fundraising, and Events Assistant (Remote/Toronto)

Position Summary

The Projects, Fundraising and Events Assistant will support Pollution Probe's development and events team, with a primary focus on organizing the Pollution Probe Gala, a signature fundraising event. The student will gain practical experience in fundraising, event management, STEAM informed environmental research, sponsor prospecting, stakeholder engagement, and web-based research, while contributing to measurable environmental outcomes.

This role is ideal for a student interested in environmental non-profits, sustainability, STEAM based environmental solutions, fundraising, communications, or events management.

Key Responsibilities

Fundraising & Sponsorship Support

- Conduct web based and sector research to identify potential corporate, foundation, and individual sponsors, with an emphasis on organizations involved in environmental innovation, sustainability, and STEAM related initiatives
- Compile and maintain sponsor prospect lists, research summaries, and data tracking materials
- Support outreach preparation, including sponsor packages, tracking documents, and follow up reporting
- Assist with donor stewardship activities with regards to the Pollution Probe Gala

Event Management – Pollution Probe Gala

- Support planning and coordination of the Pollution Probe Gala, including timelines, logistics, technology needs, and vendor coordination
- Assist with event communications, registration tracking, and guest list management using digital tools and databases
- Provide on site support during the event, including coordination of STEAM related displays or environmental education materials

STEAM Focused Research, Data & Project Assistance

- Organize and maintain datasets and spreadsheets using Microsoft Excel or similar software

- Participate in waste characterization activities, data collection, quality control, and basic data analysis
- Assist with various project-related activities as required
- Support environmental programs involving plastic pollution reduction technologies, including assisting with demonstrations and public engagement

Research & Administrative Support

- Conduct environmental, policy, and sector research to support fundraising and community engagement strategies
- Support the development team with general administrative, project coordination, and reporting tasks as needed

Learning Outcomes

Through this placement, the student will:

- Gain hands on experience at the intersection of STEAM, environmental protection, fundraising, and event management
- Develop practical skills in data collection, organization, and basic analysis related to environmental projects
- Build capacity in science communication, translating technical and environmental information for public audiences
- Learn best practices in non-profit development, sponsor relations, project coordination, and environmentally focused innovation
- Strengthen employability skills relevant to careers in the environmental, sustainability, and STEAM adjacent sectors

Required Qualifications

- Currently enrolled in a post-secondary program (college or university)
- Strong organizational, analytical, and research skills
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Interest in environmental issues, sustainability, STEAM applications, or non profit work

Assets

- Previous experience with fundraising, events, STEAM outreach, or community engagement

- Familiarity with CRM systems, donor databases, data collection tools, or event software
- Studies in environmental studies, environmental science, engineering, data analysis, communications, business, marketing, public relations, fundraising, or event management, or related fields

Compensation & Hours

- Paid position (wage compliant with SWPP and organizational standards)
- Temporary full time (approximately 35 hours per week for 16 weeks)

Eligibility

This position is intended for students eligible for the ECO Canada Student Work Placement Program, including domestic post-secondary students legally entitled to work in Canada.

How to Apply:

Please send your cover letter and resume to hr@pollutionprobe.org with the reference **Projects, Events, and Fundraising Assistant** in the subject line. We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls please.