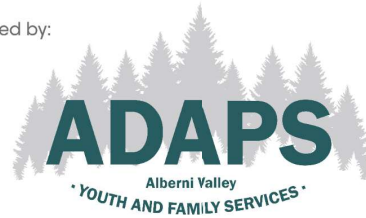




Operated by:



Fundraising & Capital Campaign Support (Part-Time)

Position Summary

We're building something meaningful for youth in our community—and we're looking for someone who can help support the work behind the scenes.

This part-time role focuses on supporting fundraising and capital campaign efforts for Foundry Port Alberni through planning, coordination, and follow-through. It's ideal for someone who is organized, enjoys connecting with people, and can help move ideas into action.

This is a practical, supportive role that works closely with the Foundry development team—including the Community Engagement Coordinator and Project Lead. The scope is intentionally flexible and will evolve over time as we better understand where support is most helpful.

What You'll Do

- Support planning and coordination of fundraising and capital campaign activities
- Help identify potential donors, sponsors, and community leads
- Assist with outreach and follow-up with individuals, businesses, and community groups
- Provide administrative support for fundraising efforts (tracking, documentation, scheduling)
- Help organize small-scale fundraising initiatives and engagement opportunities
- Support donor communications, including thank-yous and updates
- Assist in maintaining organized records of contacts, contributions, and next steps
- Contribute to positive community relationships and awareness of Foundry

What You Bring

- Strong organizational skills and ability to follow through on tasks
- Comfort connecting with people and representing a community initiative
- Interest in fundraising, community development, or nonprofit work
- Ability to work independently while staying connected to a team

- A practical, get-things-done approach
- Experience in fundraising, event coordination, volunteer coordination, or administration is an asset
- Background in health, social services, recreation, or community-based work is a strong fit

Wage & Schedule

- \$28.33 – \$33.45 per hour, commensurate with experience
- Part-time hours (flexibility required for occasional evenings or community events)

Why This Role Matters

You'll contribute to building the support needed to open Foundry Port Alberni—a space where youth can access care, connection, and support in one place.

About ADAPS

ADAPS Youth & Family Services is a community-based organization dedicated to Resilience and Wellness for Children, Youth, and Families. Our work is grounded in connection, collaboration, and meeting people where they are at.

How to Apply

Please submit your resume and cover letter by Monday, May 4th to:
debra@adaps.org

We thank all applicants for their interest; only those selected for an interview will be contacted.