



2017 Sponsored Employee Program

United Way Halton & Hamilton

Duration: Sixteen weeks

About United Way Halton & Hamilton

United Way Halton & Hamilton gives individuals and families the opportunity to reach their potential and improve their quality of life. Whether we fund programs that provide crisis prevention to an individual in need, enable a senior to live independently or give a nutritious breakfast to young minds, United Way's impact is *local, tangible* and *meaningful*.

Our work is fuelled by a vision of a healthy, caring and inclusive community, and we strive for that reality by bringing people and resources together to strengthen our town. Every day, we get to the heart of the matter by researching the root causes of social problems, evaluating the performance of our investments and efforts to ensure long-term social change, working with partnering organizations to multiply the impact of our work, and facilitating conversation to influence public attitudes, systems and policies.

Department Overview

This position resides in the Resource Development department, which is responsible for raising funds in support of our organizational Community Impact goals. This is achieved primarily through the annual workplace campaign where local companies fundraise for United Way Halton & Hamilton.

Major Responsibilities

As part of the 2017 Sponsored Employee Team, you will provide support to United Way Halton & Hamilton workplace campaigns on a full-time basis during the fall fundraising campaign. Sponsored Employees work under the management of a professional United Way fundraiser to:

- Support workplace volunteers in the planning and execution of employee workplace campaigns
- Develop relationships with and provide excellent customer service to workplace volunteers
- Attend campaign meetings and events as required
- Provide workplaces with campaign materials and arrange for speakers and tours
- Deliver training sessions, speeches and presentations to workplace volunteers and employees
- Track campaign progress, identify challenges and solutions with guidance from United Way staff
- Collect pledges and funds raised from workplaces and submit them for processing
- Ensure workplaces and volunteers receive appropriate recognition
- Complete a detailed final report on all assigned United Way workplace campaigns



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Ideal Candidate

- Passionate about our community
- A potential leader
- Comfortable in a team environment
- Innovative
- A problem solver
- Goal-oriented
- Seeking new challenges

Skills Utilized

Sponsored Employees will build upon their existing experience by developing and enhancing:

- Sales and customer service skills
- Teamwork and interpersonal skills
- Dynamic public speaking skills
- Time and project management skills
- Organization, facilitation and analytical skills

* Sponsored Employees also network with key community leaders!

Additional Information

Sponsored Employees and their employers should be aware of the time commitment and expectations:

- For the duration of the program, Sponsored Employees will work out of the United Way Halton & Hamilton office located at 101-4210 South Service Road, Burlington.
- Employees are engaged full time and require access to a vehicle.
- Sponsored Employees report to and are evaluated by a United Way Resource Development Manager

Diversity & Inclusion: At United Way Halton & Hamilton, we're committed to developing an inclusive workplace with deep roots in the communities we serve. We encourage candidates from diverse backgrounds, including those who may need accommodation, to apply to join our team. Our commitment to excellence in diversity goes further than promoting equity. By incorporating a variety of backgrounds, perspectives and ideas, we create opportunities for innovative solutions — and better results that maximize the impact of our work.

Contact Information

For more information on the Sponsored Employee program, please contact:

Kate Holmes, Director, Resource Development at (905) 635-3131 Ext 308 or kholmes@uwhh.ca