Job vacancies in the migration sector

Office Coordinator - Communications, Events and Fundraising Coordinator

Hours: 28 hours

Salary: £29,447.60 (pro rata)

Location: Victoria Hall Methodist Church, Norfolk St, Sheffield

Closing Date: 9am, Thursday 9th January 2025

This is an exciting opportunity within ASSIST Sheffield, ready for the right person to utilise their passion and skills to work alongside ASSIST's clients and wider community. With a focus on grant writing, events coordination, awareness raising and community fundraising, ASSIST are looking for someone whose;

- Powers of persuasion will bring in new funds and new supporters as well as promote campaigns on the political and social issues that affect ASSIST client's lives.
- Passion for building community networks will be reflected in the varied programme of events you co-create and attend with ASSIST clients and volunteers.
- Written skills and flair for storytelling will enable us to submit competitive grant applications.

How to apply: Send completed application pack (available via the ASSIST website) to jobs@assistsheffield.org.uk

Advertise your vacancy

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