

# 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 9<sup>th</sup> 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](mailto:jobs@assistsheffield.org.uk)

[Advertise your vacancy](#)

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