

Fundraising Organizer - Ontario Public Interest Research Group Kingston

About OPIRG Kingston

OPIRG (Ontario Public Interest Research Group) Kingston is a local, student-directed, and community-minded group focused on social and environmental justice. We strive to create meaningful transformative change to benefit our local Queen's University and Kingston communities by facilitating education, research, and action for pertinent issues.

For over 30 years, we have initiated and/or supported numerous community groups/projects, such as ReelOut Queer Film Festival and Queen's Backing Action on the Climate Crisis; organized inclusive programming; empowered and educated students to take action on various topics; and facilitated connections between student and non-student community members. We offer various kinds of support to local activists, including information, funding, and administrative functions.

Much of our programming is educational in nature: we bring diverse scholars and activists to host talks; host reading and discussion groups on various topics such as allyship and solidarity; screen films; and give workshops.

We hold weekly office hours and queer and trans co-working sessions. Our office is meant to be a space for student and non-student community members to connect on matters of social and environmental justice, bring up issues they care about, vent, engage in conversation, and learn amongst each other.

Our current working groups include Mutual Aid Gardens (volunteer-run gardens that distribute free produce), Roots & Wings (social justice group offering workshops for racialized youth), Umbrella Academy (transgender advocacy association), the Gender Affirming Assistance Project (supports Two-Spirit, trans, non-binary and gender diverse community members), the Queer Muslim Resistance podcast (social justice conversations from queer Muslim perspectives), and Cinema Politica OPIRG Kingston (independent, political film screenings about social and environmental justice issues).

Visit our website for more information on who we are, what we do, and our values as an organization: opirgkingston.org

Canada Summer Jobs Youth Participant Eligibility

This position is funded by the Canada Summer Jobs program. This program has certain **eligibility criteria for youth participants**. Eligible youth must:

1. be between 15 and 30 years of age at the beginning of the employment period*;
2. be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
3. have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

****Unfortunately, international students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.**

Job description and application details

The Fundraising Campaign Organizer will develop relevant fundraising campaign strategies and materials to support OPIRG Kingston's mission and enhance our short and long-term financial sustainability. This role will equip the participant with key transferable skills in non-profit fundraising and campaign strategy, community outreach, grant-writing, and event coordination.

The Fundraising Organizer will:

- Work closely with the OPIRG Kingston Coordinator and liaise with Queen's University faculty members to strategize, develop, and lay the groundwork for the launch of a faculty-specific fundraising campaign in Fall 2026, devising key campaign messaging and materials;
- Identify and prepare for relevant grant opportunities in the upcoming fiscal year (September 2026 - August 2027); Writing grant applications;
- Plan and execute a community fundraising event in August 2026;
- Prepare social media posts for the coming year promoting donations to OPIRG;
- Support the OPIRG Coordinator by assisting with regular OPIRG communications, holding office hours, etc.; and
- Other duties as required.

The ideal candidate is someone with:

- Knowledge of, and excited by the prospect of working on social and environmental justice issues; an understanding of the principles of anti-oppression in alignment with OPIRG Kingston's values
- Experience launching successful fundraising campaigns
- Experience writing grant applications
- Knowledge and experience with new media production (graphic design, digital audio editing, etc.), dissemination (social media, print and website) and taking on feedback
- Strong interpersonal, collaborative, and active listening skills
- Strong organizational and time-management skills
- The ability to take initiative and work independently with minimal supervision, asking for clarification when necessary

This position pays **\$17.60/hour** for a **total of 270 hours over 9 consecutive weeks**. The **start date is flexible**, but **must fall between June 8th and June 27th, 2024**.

This position requires **in-person work** at our office in downtown Kingston, Ontario, though **some remote work** is available. The office space has an **accessible ramp**, an **accessible washroom**, and an **air purifier**.

kingston.pirg@gmail.com | opirgkingston.org | @opirgkingston

OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization, and invites Indigenous people, Black people, people of colour, poor and working-class people and those on social assistance, women, members of 2SLGBTQIA+ communities, single parents, immigrants, people from non-academic backgrounds, and people with disabilities to apply.

We encourage applicants to describe the contributions and experiences they would bring to OPIRG in their cover letter.

Please send along your **cover letter and resume** to kingston.pirg@gmail.com by **Friday May 1st, 2026 at 11:59pm**. **Interviews will take place in person or online from May 11th-21st, 2026.**