
POSITION TITLE: Partner Communications & Development Assistant

Youth for Christ London (YFC London)

London, Ontario

Position Type: Part-Time (16-20 hours per week)

Compensation: \$20.00-\$21.00 per hour

Reports To: Partner Development Coordinator

Status: Existing Vacancy

Position available September 2026 following the departure of the current incumbent.

Applications will be accepted until September 4, 2026, or until the position is filled.

About YFC London:

Youth for Christ London is a Christian youth ministry serving young people throughout London. YFC London exists to see every young person living fully in Christ. Through meaningful relationships, programs, and community partnerships, we help young people discover hope, belonging, and purpose. We are seeking a detail-oriented and organized Partner Communications & Development Assistant to support our partner development efforts through communications, administration, CRM management, donor stewardship, and event coordination.

Position Summary

The Partner Communications & Development Assistant provides dependable administrative and communications support that helps ensure YFC London's partners are thanked, informed, connected, and engaged in the ministry's mission. This role supports approved fundraising and communication initiatives, maintains accurate donor and partner records, and assists with events and engagement activities.

Key Responsibilities

Partner Communications & Stewardship

- Draft, format, proofread, prepare, and distribute approved communications, including newsletters, email updates, prayer updates, invitations, stewardship pieces, appeals, and other materials.
- Support website and digital communication updates as assigned.
- Assist with thank-you communications, new-partner follow-up, event follow-up, and other stewardship initiatives.
- Ensure communications reflect approved organizational messaging, branding standards, and timelines.

CRM & Partner Administration

- Maintain accurate partner information, communication preferences, mailing lists, campaign records, and related data in YFC London's CRM system.
- Review and update records to ensure data accuracy and completeness.

- Coordinate mailing lists, email distributions, registration forms, reports, and response tracking.
- Assist with printing, mail preparation, and other communication logistics.

Fundraising & Event Support

- Provide administrative and communications support for fundraising and partner-engagement events.
- Assist with registrations, invitations, guest information, event materials, signage, presentation graphics, and post-event follow-up.
- Support online registration, fundraising, survey, and event-management tools.
- Collaborate with staff and volunteers to support successful events and projects.

Communications & Organizational Support

- Provide basic graphic design, website, social media, and promotional support as assigned.
- Provide backup reception coverage as scheduled, including welcoming visitors and responding to general inquiries.
- Assist with forms, registrations, event administration, and other organizational projects as needed.

Team Participation

- Attend staff meetings, role-related meetings, and training opportunities.
- Meet regularly with the Partner Development Coordinator to establish priorities and review workload.
- Support other teams as requested.
- Participate in staff communications and employee engagement activities.

Qualifications

The ideal candidate will demonstrate:

- Strong written communication, editing, and proofreading skills.
- Excellent organizational and administrative abilities.
- High attention to detail and accuracy.
- Experience with Microsoft Office and common digital communication tools.
- Comfort learning and using CRM or database systems.
- Strong interpersonal skills and the ability to work collaboratively with staff and volunteers.
- Ability to manage confidential information with discretion.

Faith and Mission Alignment

As a Christian ministry organization, YFC London seeks employees who can actively support and work within the organization's mission, vision, values, and Statement of Faith. Staff meetings and workplace activities may include prayer, Scripture reflection, worship, and other expressions of Christian faith.

Eligibility to Work

Applicants must be legally entitled to work in Canada.

Compensation & Schedule

- \$20.00-\$21.00 per hour
- Part-time: 16-20 hours per week
- Flexible scheduling may be available based on organizational needs
- This role is primarily in office at 254 Adelaide Street S. London ON

Application Process

Interested applicants are invited to submit a resume and cover letter outlining their interest and qualifications to info@yfclondon.com.

YFC London is committed to providing accommodation throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants requiring accommodation are encouraged to make their needs known.

YFC London is committed to creating a welcoming and respectful workplace and encourages applications from all qualified individuals who are able to support and work within the organization's mission, vision, values, and Statement of Faith.

Recruitment Process Notice

Use of Artificial Intelligence: YFC London does not use artificial intelligence (AI) to screen, assess, or select applicants for this position. Applications will be reviewed by members of the hiring team.

Candidates who participate in an interview will be notified whether a hiring decision has been made within 45 days of their final interview.