



Job Title: Campaign Support Assistant

Employment Type: Contract, Full Time

Length of Contract: August 4 - October 23, 2026 (12 weeks)

Compensation: \$23/hour - 35 hours /week

Reporting To: Director of Community Development for Manitoba & Saskatchewan

Location: Terry Fox Foundation – Winnipeg Office

Be Part of Terry Fox's Legacy

The Terry Fox Foundation is committed to carrying forward Terry's vision of a world without cancer. We inspire communities, schools, volunteers, and supporters across Canada to participate in Terry Fox Runs and fundraising initiatives that advance critical cancer research.

We are seeking an enthusiastic, organized, and dependable Campaign Support Assistant to join our Manitoba and Saskatchewan team. This role is ideal for someone who enjoys providing outstanding customer service, thrives in a fast-paced environment, and is passionate about making a meaningful impact.

Position Summary

Reporting to the Director of Community Development for Manitoba & Saskatchewan and working closely with the Manager of School Runs for Manitoba & Saskatchewan, the Campaign Support Assistant will provide critical administrative support for Community Runs, School Runs, and special events throughout Manitoba and Saskatchewan.

Based in the Winnipeg office, this position plays a key role in supporting event stakeholders, managing administrative processes, fulfilling merchandise orders, maintaining data records, and processing event revenue. The successful candidate will help ensure that participants, volunteers, and organizers have a positive and engaging experience with the Terry Fox Foundation.

Key Responsibilities

What you'll be doing:

- Supporting the administration of Manitoba and Saskatchewan community and school Terry Fox Runs and special events
- Assisting stakeholders and public inquiries as needed – first point of contact replying to incoming email and phone inquiries
- Prepare, collate and distribute Run information and promotional kits
- Data entry, processing for 2026 School Run/Community Run/Special Event registrations
- Maintaining the administration of files and correspondence for Terry Fox events
- Updating and maintaining records in (CRM) Salesforce
- Overseeing merchandise inventory, including receiving deliveries and shipping orders
- Calling prospective registrants for 2026 participation to support recruitment efforts



- Follow up with volunteer organizers to remit funds
- Reconciling Post Run Reports and processing tax receipts
- Posting on provincial social media accounts
- General office duties and to assist with other special projects as required

Skills you'll need to have

- Strong interpersonal and communication skills both written and orally
- Proficient in MS Office Suite
- Comfortable posting to Facebook and Instagram
- Excellent work ethic, motivated to move quickly and get the job done
- Good organizational skills, detail oriented
- Ability to follow instructions
- Demonstrated ability to multi-task with changing priorities in a fast-paced environment
- Excellent initiative and ability to work as a team player and independently
- Able to meet deadlines
- Dependable and reliable
- Ability to lift and move boxes weighing between 10 and 25 pounds
- Comfortable assisting with merchandise handling, shipping, receiving, and event logistics.

How to Apply

Your talents, passion, and dedication will help us continue Terry's legacy and make a lasting impact in the lives of so many families affected by cancer. To begin a meaningful new journey with us, please submit a cover letter and resume to MB@terryfox.org

We are dedicated to employment equity, and we value diversity in the workplace. If you require any accommodation during the recruitment process, please reach out to us.

To be considered for this position, applicants must be legally eligible to work in Canada at the time of application. The Terry Fox Foundation is unable to support work permit or immigration applications for this role. Employment is contingent upon the Foundation's receipt of all required documentation.

While we thank all applicants for their interest, only those selected to move forward in our screening process will be contacted.

Work Location: In person