



McMaster Divinity College, an evangelical seminary offering graduate-level degrees in theology, has an opening for a

DEVELOPMENT AND MARKETING ASSISTANT

We are looking for an experienced, self-motivated development and marketing assistant to join our dedicated team. This is a full-time position. Expertise in donor relations, including donation tracking, receipting and analysis is highly desired. Proficiency in print and web-based communications and marketing, as well as contact management database programs is necessary. Event planning is also a requirement, and website development and maintenance is essential.

Undergraduate degree is required, plus 2-3 years experience in development, communications and marketing. Proficiency in computer skills (Office Suite) is a must. Relevant experience in a theological educational environment would be an asset.

McMaster Divinity College invites applications from all qualified candidates; however, Canadian citizens and permanent residents of Canada will be given priority. **Candidates should be in full agreement with the McMaster Divinity College statement of faith and mission statement. View website:**

<http://www.macdiv.ca/about/statement.php>,

<http://www.macdiv.ca/about/vision.php>

Preferred start date: As available

Please send cover letter and résumé to:

Nina Thomas
McMaster Divinity College
1280 Main Street W.
Hamilton, ON L8S 4K1
Email: divjobs@mcmaster.ca