



At the Dr. Bob Kemp Hospice, we compassionately serve the emotional, physical, social and spiritual needs of individuals living with a progressive life-limiting illness until the end of life. We support them, their bereaved and our community through our residential, outreach and bereavement programs.

Position: Special Events Assistant

Status: Contract Full-Time, 35hrs/wk

Wage: \$15.00/hr

Position: The Special Events Assistant is responsible for providing support to the Director of Development as well as the Manager of Special Events & Community Engagement with the coordination and facilitation of fundraising events and other marketing initiatives. Flexibility with work schedule is necessary as the Special Events Assistant will be required to attend meetings and events in the evening and/or weekend.

Responsibilities and Duties include, but not limited to:

- Participate in special events and community engagement activities, assisting with organizing, set-up and facilitation, ensuring event runs smoothly
- Enthusiastically solicit donor & sponsorship opportunities
- Communicate and liaise with vendors and sponsors
- Promote and actively increase awareness of events within the community
- Provide administrative support to the Development team
- Assist with updating donor database (SUMAC)
- Assist with creation and distribution of communication and marketing materials
- Serve as a visible and credible ambassador at all times
- Other duties as assigned by the Director of Development, Manager of Special Events & Community Engagement or Executive Director

Qualifications:

- Currently enrolled in a Degree/Diploma from recognized university/college in Marketing, Fundraising or Business and returning to school full time in the Fall
- Between the ages of 15-30 and legally entitled to work in Canada
- Experience with event planning and/or marketing an asset
- Excellent communication and interpersonal skills as well the ability to engage with stakeholders, creating enthusiasm and interest
- Exhibit independent work and decision making skills

Duration of Contract:

- April to August 2019

Please submit cover letter and Resume to admin@kemphospice.org

Application Deadline: April 26, 2019

This position is contingent upon receiving approval through the Canada Summer Jobs Initiative

Dr. Bob Kemp Hospice is committed to diversity and inclusivity in employment. Dr. Bob Kemp Hospice is also committed to accommodating applicants with disabilities during the recruitment, assessment and selection process. Please notify us if you require accommodation in respect of the materials or procedures used at any time during this process. If you require accommodation Dr. Bob Kemp Hospice will work with you to determine how to meet your needs.