



Delta Hospital
+ Community Health
FOUNDATION

Events Coordinator Contract Opportunity

Start date: May 4, 2020 **End Date:** December 11, 2020 **Salary:** \$18 per hour

If you are interested in a rewarding events coordination experience that allows you to learn more about fundraising and all aspects of event planning and marketing, be part of a tight-knit and ambitious team, and take pride in knowing you are helping to make improvements in community health care- we have an amazing opportunity for you.

About Us

Since 1988, the Delta Hospital and Community Health Foundation has worked with the community to raise funds to support Delta Hospital. We are the public face and philanthropic arm of Delta Hospital, raising the financial resources necessary to provide quality and innovative health care services, purchase much-needed state-of-the-art equipment, fund capital projects and building improvements, and support ongoing education of medical staff that government funding alone cannot provide.

Position Summary

Reporting to the Manager, Special Events the Events Coordinator helps to implement exciting event plans for our Century Group Delta Health Classic golf tournament (Thursday, June 11), Moonlight Gala (Saturday, November 7), Hush Social Club (February 20, 2021) and provide day of assistance to other Foundation led cultivation and stewardship events that take place during your contract.

Your natural ability to build relationships truly shines as you interact and work with team members, volunteers, committees, hospital staff, suppliers, sponsors and donors. You have a well honed and inherent attention to detail that you apply to everything you do whether it is producing high quality materials for our events or updating our donor database. You are self motivated but can also take and give direction.

Most of all, you are dedicated and driven to produce high quality work, going the extra mile to ensure the best experience possible for donors, sponsors, health care professionals, and everyone who comes in contact with Delta Hospital Foundation.

Skills and Attributes

- Amazing attention to detail
- Exceptional written and verbal communication skills.
- Excellent organizational and project management skills.
- Demonstrated ability to work well under pressure
- Ability to manage multiple tasks simultaneously while meeting deadlines and determining priorities.
- Proactive and naturally take initiative, with the ability to work independently and willing to support a strong cohesive team.
- Creative, energetic and flexible approach to projects/work (proven problem-solving skills)





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- Strong customer and donor-relations skills, including a proven ability to develop and maintain relationships and the ability to exercise a high level of integrity and discretion in interacting with donors, sponsors, senior level management, committee members, volunteers and stakeholders.
- Must have a high level of demonstrable proficiency with Microsoft Office and with database management software.
- Graphic Design abilities an asset
- Able to work some evenings and weekends as required leading up to and on event days (in lieu time will be provided for these times).
- **A valid driver's license and access to a vehicle on a daily basis is required.**

Education and Experience

- Experience working in the events/ hospitality/ tourism industry would be an asset.
- Experience in a fundraising or not-for-profit environment would be an asset.
- Volunteer management experience.
- Experience writing marketing materials.

If you have the expertise, education and experience outlined above and are interested in a contract position with the Delta Hospital and Community Health Foundation, please apply.

We truly appreciate all applicants for their interest; those being considered for the position will be contacted.

