



Events & Communications Assistant (4 days a week in office position)

OVERVIEW

Delta Hospital and Community Health Foundation is the public face and philanthropic arm of Delta Hospital, Mountain View Manor and the Irene Thomas Hospice. We raise funds through the charitable sector to provide quality and innovative healthcare services, purchase much-needed state-of-the-art equipment, fund capital projects and building improvements, and support the ongoing education of medical staff that government funding alone cannot provide. Over \$63 million has been raised since 1988 towards the most critical needs of the site.

The Foundation strives to ensure our community has close-to-home access to the highest quality health care services. We are dedicated to meeting the challenges of limited healthcare budgets and increasing demand for services in the Delta region.

POSITION SUMMARY

This is an exciting opportunity for an outgoing, innovative, and tech-savvy individual with a “can do” attitude and a willingness to learn to join our small but mighty team. You will use your event and marketing experience to assist with the execution of organizational strategies to assist in increasing the growth of our online presence and ensure our signature events truly shine. You will also assist in creating digital marketing materials to support DHCH Foundation’s campaigns. The ideal candidate has exceptional administrative, time management, and organizational skills, along with a flexible mindset that allows them to tackle multiple competing priorities. Your attention to detail is demonstrated through your excellence in both written and verbal communication skills. The Events & Communications Assistant will help the Foundation relay the impact of donor support at the Delta Hospital Campus of Care to retain current donors and inspire new ones.

RESPONSIBILITIES

Event Support:

- Assist with event sponsorship fulfillment
- Using our online bidding system, assist the Events Manager in creating an auction site that is engaging and user friendly
- Assist with the coordination of auction materials
- Using our online registration system, assist the Event Manager to setup site, collect and manage attendee registrations
- Attend committee planning meetings along with the Event Manager
- Assist with event-related graphic design, including website, signage, PPT slides, digital event program etc.
- Assist the Event Manager as required onsite during signature events (setup, live, and dismantle)
- Miscellaneous event-related administrative tasks as required

Communication Support:



- Work with the Communications Specialist to coordinate and execute the content calendar for social media and monitor analytics
- Assist with the creation of website and social media news stories
- Update website and monitor analytics as directed by Communications Specialist
- Coordinate all IT maintenance/upgrades for the office - with IT service provider support
- Take photos of donors, hospital equipment, events and personnel as needed
- Assist in scheduling interviews and filming opportunities for all promo/event videos
- Participate in proof-reading and editing as required for all communication materials
- Ensure branding standards are adhered to throughout the company and across all platforms and events
- Miscellaneous marketing-related tasks as required

KEY QUALIFICATIONS & SKILLS

- Post-secondary education in communications, marketing, or a related field
- Event coordination and sponsorship fulfillment experience
- Exceptional interpersonal skills with multiple stakeholders and able to work independently and as a part of a team
- Ability to take direction from multiple departments simultaneously while prioritizing deadlines
- Excellent written and verbal communication skills
- Strong organizational skills with proficient research abilities
- Excellent working knowledge of Microsoft Office with an emphasis on Excel and PowerPoint
- Strong donor database skills, including experience using Raiser's Edge, would be preferred
- Extensive experience with online auction platforms such as Givergy
- Must be familiar with WordPress and all social media platforms, including social media measuring, monitoring and reporting tools
- Experience with InDesign, Illustrator and Photoshop
- Canva experience an asset
- Available for occasional evening and weekend work to suit the events schedule
- Driver's licence is required, and access to your own car is an asset
- This is a **4-day-a-week in-office position** with **some evening and weekend commitments** to suit our event schedule.

How to Apply

Please email your cover letter and resume to shannon@reimaginehr.ca by **March 24, 2023**.

Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted. We sincerely thank all applicants for their interest in the Delta Hospital and Community Health Foundation.

