



## Events Assistant Contract Opportunity (4 days a week in-office position)

**Start date:** For Immediate Hire

**End Date:** March 31, 2024 (potential to lead to permanent position)

**Hours:** Tuesday – Friday with flexible hours

**Location:** DHCH Foundation Office in Delta Hospital

If you are interested in a rewarding Events Assistant 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 healthcare in Delta - we have an amazing opportunity for you.

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### ABOUT US

The **Delta Hospital and Community Health Foundation** (DHCH Foundation) is a not-for-profit organization whose mission is to fund and promote outstanding healthcare at Delta Hospital Campus of Care and in the community of Delta. DHCH Foundation is the public face and philanthropic arm of Delta Hospital, Mountain View Manor and the Irene Thomas Hospice. Since 1988, the Foundation has raised over \$73 million for state-of-the-art equipment, capital projects, building improvements, and ongoing education. With a strong vision and mission, the Foundation exists to ensure the community of Delta's healthcare needs are supported today and for future generations.

DHCH 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 health care budgets and the increasing demand for services in the Delta region.

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### POSITION SUMMARY

Reporting to the Special Events Manager, the Events Assistant helps to implement exciting event plans for our Moonlight Gala, Century Group Delta Health Classic Golf Tournament as well, provides logistical and day of assistance to other Foundation led cultivation and stewardship events.

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 and Community Health Foundation.



## RESPONSIBILITIES

**Under the direction of the Special Events Manager, you will:**

- Assist with day-to-day logistics planning and implementation for events.
- Assist with event sponsorship benefits tracking and fulfillment.
- Assist with the setup of the online registration system, manage attendee registrations.
- Assist with the setup and management of the online auction website.
- Assist with the coordination of auction materials.
- Coordinate volunteer recruitment for events, assist with scheduling and onsite management.
- Attend committee planning meetings along with Events Manager, prepare minutes of meetings.
- Assist with event related collateral material content development including website, signage, PowerPoint slides, digital event program etc.
- Assist the Event Manager as required onsite during events (setup, event live, and dismantle).
- Miscellaneous administrative tasks as required.

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## SKILLS & 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).
- Strong customer and donor-relations skills, including a proven ability to develop and maintain relationships with 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 such as Raiser's Edge.
- Tech savvy with ability to learn new software programs quickly.
- Prior experience using online auction software such as Givergy or Trellis an asset.
- 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 & EXPERIENCE

- Post secondary education in the events/ hospitality/ tourism industry an asset.
- Experience working in the events/ hospitality/ tourism industry an asset.
- Experience in a fundraising or not-for-profit environment an asset.
- Sponsorship benefits fulfillment experience an asset.
- Volunteer coordination experience an asset.
- Auction coordination experience an asset.
- Experience writing a range of marketing materials an asset.
- Prior experience working in an office setting is desirable.

## How to Apply

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. **Email your resume and cover letter to [events@dhchfoundation.ca](mailto:events@dhchfoundation.ca). This position will remain open for application until it has been filled.**

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 Delta Hospital and Community Health Foundation.