

## Job Profile

### **SUMMER STUDENT: FUNDRAISING ASSISTANT**

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The mission of Peace Arch Hospital & Community Health Foundation (PAHCHF) is to raise funds and awareness to enhance the health and wellness of our community. Our passionate and caring team's number one priority is the prudent stewardship of gifts and the resulting positive impact on patients and medical staff at Peace Arch Hospital and the entire White Rock/South Surrey community. The PAHCHF raises funds to support capital projects, purchase medical equipment (\$1million annually), and support community initiatives through grants, special projects and the Our Healthy Community program.

#### **Summary of Role:**

PAHCHF seeks an enthusiastic student with strong communication and promotion skills to supplement their regular staff during the summer months. Responsibilities may include assisting with the following projects: Planned Giving mail/phone campaign and the Giving Day initiative. Assist with other events, tasks and projects as assigned by other staff members.

#### **Tasks:**

- Assist with development and execution of campaigns and events
- Organize event logistics, and provide project support
- Assist with event set-up and tear down
- Participate in hosting events
- Work collaboratively with foundation staff
- Perform general office duties such as preparing correspondence, filing, etc.

#### **Application Requirements:**

- Completion of Grade 12 and entering post-secondary in the Fall, or entering Grade 12 in the Fall;
- Was registered as a full-time student during the preceding academic year;
- Preferred studies, or interest in, the areas of fundraising, not-for-profit, event planning or related disciplines;
- Must successfully pass a criminal record check;
- Must be physically able to carry out duties related to set up and take down of community events;
- Registered as a full-time student in the previous academic year with the intention to return to school on a full-time basis the next academic year;
- Legally entitled to work according to relevant provincial/territorial legislation and regulations;
- Confirmed Canadian citizen, permanent resident, or has refugee protection under the relevant Act.

#### **Knowledge, skills, abilities:**

- Good time management and multi-tasking skills
- Ability to collaborate and work effectively as part of a team
- Proficiency with Microsoft Office Suite (Excel and mail merge skills are an asset, or will be developed)
- A can-do attitude with flexibility to work weekends and evenings as required
- Strong problem solving skills

- Good interpersonal skills: diplomacy, sensitivity, tact, good judgement and confidentiality are integral to the role.
- Good written and oral communication skills
- Multi-lingual skills will be considered an asset (Mandarin, Punjabi, Hindi, etc.)

**Reports to:**

Director, Philanthropy

**Parameters:**

The hourly wage of this appointment is \$10.45 and the expected duration is approximately nine (9) weeks, with start date of June 27, 2016 and end date of August 27, 2016. These start and end dates are targets only, and are negotiable. Grant funding has been received for this position from Employment & Social Development Canada, and has been awarded at a maximum of 270 hours. Evening and weekend work may be required. It is an asset if the successful applicant has access to a personal vehicle while working.

**To apply:**

Send resume and cover letter to [andrea@pahfoundation.ca](mailto:andrea@pahfoundation.ca) by noon on June 17, 2016.

Thank you for considering PAHCHF.