



We're looking for a
SPECIAL EVENTS & MARKETING ASSISTANT
(Permanent part-time starting April 3, 2018)

We are...

- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$140 million in the 30-year history of the Foundation
- An organization that is preparing for our next stage of growth and the launch of our next campaign project

The part-time Special Events & Marketing Assistant...

- This position will be ideal for someone with high energy, a flexible schedule and the ability to juggle a variety of tasks and deadlines and not break a sweat
- We are a small but mighty team and this position is ideal to grow your burgeoning events, marketing and communications career
- If you love events, have strong writing and project coordination skills, a keen eye for detail and a creative flair, we want to hear from you!

Applicants should send a resume and cover letter including salary expectation by **March 7, 2018** via email to Vicki Brydon - Director, Public Relations at vicki@pahfoundation.ca. We thank all applicants for their interest, however only those being interviewed will be contacted.



Job Profile

SPECIAL EVENTS & MARKETING ASSISTANT (Permanent, Part-time)

Summary of Role:

- Assists with the coordination of all signature fundraising events
- Assists with all donor recognition, stewardship and cultivation events as needed
- Assists with marketing and communications functions including writing, coordinating social media platforms and project coordination
- Ensures a very high standard of customer service

Reports to:

- Director, Public Relations

Direct Reports:

- None

RESPONSIBILITIES:

Events:

- Provides support to the Special Events team on signature events
- Assists with the coordination of all donor recognition events including *Friends of the Foundation, Strawberry Social, Weatherby, Ambassadors and Caring Circle* events, donor tours, ground breaking, ribbon cutting celebrations and volunteer events as needed
- Develops meeting agendas and packages for the Princess Party organizing committee and acts as back-up for the Gala committee

Marketing & Communications:

- Coordinates the Foundation's online strategy (creates and implements effective social media and online strategies, e-blasts, etc.)
- Assists with website updates and redevelopment
- Helps produce a variety of collateral marketing material
- Drafts speaking notes and speeches
- Coordinates the foundation's on-site presence including storefront and billboards
- Coordinates signage and print production with vendors



- Assists with the coordination of photo and video shoots and interviews

General:

- Maintains accurate donor/prospect files as required both in Raiser's Edge and in hard-copy files
- Produces ad hoc reports as requested
- Works with the Information Systems Specialist on list pulls, to create queries, coordinate file and mail merges and reports, etc. from database

EDUCATION AND EXPERIENCE

- Diploma or degree in fundraising, hospitality and event planning, marketing and communications or an equivalent combination of education and experience
- 1 - 2 years of progressive office administrative experience – including at least 1 year of experience working in an event or communications assistant role

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional administrative skills, including accurate typing, document formatting, mail merges, developing and maintaining spreadsheets and PowerPoint presentations
- Exceptional time management and multi-tasking skills
- Creative and can think outside the box
- Superior writing skills
- Demonstrates ability to provide exceptional customer service
- Ability to manage and coordinate multiple projects and deadlines with ease
- Ability to collaborate and work effectively as part of a team
- Exceptional computer skills with proficiency with Microsoft Office Suite
- Can-do attitude with flexibility to work weekends and evenings as required
- Demonstrated experience working with volunteers
- Proven track record of maintaining filing systems; database records; templates
- Results and solutions oriented with strong problem solving skills
- Superior communication and interpersonal skills
- Working knowledge of both Raisers Edge (fundraising software) and general fundraising principles a definite asset



- Good judgment, diplomacy, sensitivity and tact
- Demonstrates initiative and follow through
- Excellent attention to detail and proofreading skills
- Ability to lift heavy objects as part of event set-up and tear-down
- Access to a car and the ability to drive