

Job Profile

SUMMER POSITION: FUNDRAISING ASSOCIATE

The mission of Peace Arch Hospital Foundation (PAHF) 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. PAHF raises funds to support capital projects, purchase medical equipment, and support community initiatives through grants, special projects and the Our Healthy Community program.

Summary of Role:

PAHF seeks an enthusiastic individual with strong communication and promotion skills to supplement their regular staff during the summer months. This position may assist with the following: prospect research, planned giving mail/phone campaign, and various Foundation events including but not limited to; Picnic on the Point, philanthropy cultivation events, and community engagement events. Additional tasks and duties may be assigned as required.

Tasks:

- Work collaboratively with Foundation staff
- Perform general office duties such as preparing correspondence, filing, etc.
- Assist philanthropy team with prospect research
- Organize event logistics, and provide project support
- Assist with event set-up and tear down
- Participate in hosting a variety of events

Application Requirements:

- Must be a confirmed Canadian citizen, permanent resident, or have refugee protection under the relevant Act;
- Be legally entitled to work according to relevant provincial/territorial legislation and regulations;
- Be between 15 and 30 years of age at the start of employment;
- Preferred studies, or interest in, the areas of fundraising, not-for-profit, marketing, event planning or related disciplines;
- Must be physically able to carry out duties related to set up and take down of Foundation and community events.

Knowledge, skills, abilities:

- Time management and multi-tasking skills
- Ability to collaborate and work effectively as part of a team
- Proficiency with Microsoft Office Suite
- 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
- A can-do attitude with flexibility to work weekends and evenings as required
- Multi-lingual skills will be considered an asset (French, Mandarin, Punjabi, Hindi, etc.)

Reports to: Ashley McGuire, Community Engagement Coordinator

Parameters:

The hourly wage of this appointment is \$13.85 and the expected duration is approximately eight (8) weeks, with start date of June 24, 2019 and end date of August 31, 2019. These start and end dates are targets only, and are negotiable. Grant funding has been received for this position through the Canada Summer Jobs program, and has been awarded at a maximum of 280 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 ashley@pahfoundation.ca by noon on June 14, 2019.

Thank you for considering Peace Arch Hospital Foundation as a potential employer.

