



We're looking for a
SPECIAL EVENTS COORDINATOR
(Full-time, Permanent – Salary Range \$47,000-\$55,000)

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 \$210 million in the 35-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 Special Events Coordinator...

- 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 career
- If you love events, have a keen eye for detail and a creative flair, we want to hear from you!

Applicants should send a resume and cover letter by **January 27, 2023** 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.

Please note: in order to comply with BC's Public Health Order for Acute Care sites, the candidate must have received, or be willing to receive the full COVID-19 vaccination by date of hire to be considered. Proof of vaccination is required.



Job Profile

SPECIAL EVENTS COORDINATOR (FULL-TIME, PERMANENT)

Summary of Role:

- Assists with the coordination of the Peace Arch Hospital Gala including overseeing the gala volunteer acquisitions team, securing silent and live auction donations
- Juggles a variety of event logistics for donor recognition, stewardship, cultivation, and third-party events as needed
- Ensures a very high standard of customer service

Reports to:

- Senior Officer, Events

Direct Reports:

- None

RESPONSIBILITIES:

- Provides support to the Senior Officer, Events with the Peace Arch Hospital Gala
- Assists with the coordination of donor recognition events including *Friends of the Foundation*, *Strawberry Social*, *Weatherby*, *Ambassadors and Caring Circle* events, golf tournaments, donor tours, groundbreaking, ribbon cutting and equipment unveiling celebrations, third-party events, and volunteer events as needed
- Develops meeting agendas and packages for event organizing committees
- Maintains accurate donor/prospect files as required both in ThankQ 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



- Sit as Committee Chair – Acquisitions for the PAH Foundation Gala, coordinating all solicitations for the silent and live auctions at Gala and liaise with committee members for follow-up
- Works all events, managing a team of staff and volunteers and helping to execute a flawless event

EDUCATION AND EXPERIENCE

- Diploma or degree in fundraising, hospitality and event planning, marketing and communications, or an equivalent combination of education and experience (new grads welcome!)
- 3 years of progressive office administrative experience – including at least 1 year of experience working in an event or communications assistant role would be an asset

KNOWLEDGE, SKILLS, AND ABILITIES

- Superior 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
- Demonstrates ability to provide exceptional customer service
- Ability to manage 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 and coordinating volunteers
- Proven track record of maintaining filing systems; database records; templates
- Results and solutions oriented
- Strong problem-solving skills
- Superior communication and interpersonal skills
- Working knowledge of both database management 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
- Demonstrates ability in building successful donor relations
- Ability to lift heavy objects as part of event set-up and tear-down
- Access to a car and the ability to drive

At Peace Arch Hospital Foundation, we promote equality and challenge discrimination. We recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, nationalities, gender identities, sexual orientations, religions, and beliefs. Peace Arch Hospital Foundation provides equal opportunity in employment and encourages applications from all qualified candidates. Reasonable accommodations due to disability are available on request at any stage of the hiring process.

Peace Arch Hospital Foundation respectfully acknowledges the history, language, and culture of the Semiahmoo First Nation whose unceded and traditional homeland we conduct our work on.