

**We're looking for a
SPECIAL EVENTS OFFICER
(Full-time, Permanent – Salary Range \$55,000-\$70,000)**

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 \$230 million in the 36-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 Officer...

- 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 **May 15, 2024**, via email to Hiring Manager at hr@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 be vaccinated against Covid-19. Proof of vaccination is required. A criminal background check will be required upon acceptance of a job offer.

Diversity is a core value at Peace Arch Hospital Foundation, and we are committed to building and sustaining an inclusive and equitable working environment for all staff. Should you require accommodation, please contact us.

We respectfully acknowledge the history, language, and culture of the Semiahmoo First Nation whose unceded and traditional homeland we conduct our work on.

Job Profile

SPECIAL EVENTS OFFICER

Summary of Role:

- Assists with the management and execution of the Peace Arch Hospital Gala including the volunteer committee, décor, and auction solicitations
- Supports all donor recognition, cultivation, and stewardship events
- Manages all third-party events under \$10,000 & supports third-party events over \$10,000
- Assists with event ticketing and seating plans
- Ensures a very high standard of customer service

Reports to:

- Manager, Events & Partnerships

Direct Reports:

- None

RESPONSIBILITIES

- Provides support to the Manager, Events & Partnerships with the Peace Arch Hospital Gala
- Assists with the management of donor recognition and stewardship events including Picnic on the Pier, Friends of the Foundation, Strawberry Social, Partners in Planning, Weatherby, Ambassadors and Caring Circle events, donor tours, groundbreaking, ribbon cutting, and equipment unveiling celebrations
- Manages all third-party fundraising events under \$10,000 and assists with third-party events over \$10,000
- Assists with event ticketing and seating plans
- Develops meeting agendas and packages for event organizing committees



- Maintains accurate donor/prospect files and action uploads as required both in ThankQ and in hard-copy files as necessary
- 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
- Coordinates all gala silent and live auction solicitations and liaises with committee members for follow-up
- Attends all events, managing a team of staff and volunteers and helps execute a flawless program

EDUCATION & 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 & 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, and 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

