

Job Profile

PROJECT ADMINISTRATION OFFICER

[CANADA SUMMER JOBS #5409709](#)

The mission of Peace Arch Hospital + Community Health 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. The 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 student with strong communication, administration and critical thinking skills to supplement their regular staff during the summer months. This position will oversee the donor research and stewardship, support with Kitchen Fundraising Campaign donor and committee packages. Responsibilities may also include assisting with the following: Data entry and reporting, research, administration and various Foundation events including but not limited to; donor events, and community events. Additional tasks and duties may be assigned as required.

Reports to:

- Manager, Governance and Board Relations

RESPONSIBILITIES

Event Team Tasks:

- Support with event logistics and provide project planning support
- Provide on-site event support including event set-up and tear down
- Support with pre and post event administration
- Work collaboratively with Foundation staff
- Perform general office duties, including preparing correspondence and filing

Philanthropy Team Tasks:

- Support fundraising, donor stewardship, and community engagement initiatives
- Assist with research, reporting, and administrative projects
- Provide support for events, campaigns, and departmental activities
- Utilize organizational systems, software, and digital tools to support team operations
- Assist with inventory, materials preparation, and general office support

- Work collaboratively with Foundation staff on a variety of projects and initiatives
- Learn about the campaign and project planning process of hospital fundraising campaigns

General Office Support:

- Support administrative projects and operational initiatives
- Assist with volunteer engagement and appreciation activities
- Provide general office administration and front-office support
- Assist with organizational reviews, website audit, and process improvement projects
- Work collaboratively with staff to support departmental priorities and special projects

Application Requirements:

- Completion of Grade 12 and entering post-secondary education in the Fall, or currently enrolled in a post-secondary program
- Preference will be given to university or college students with studies or demonstrated interest in business administration, project management, event planning, fundraising, communications, or the non-profit sector
- Strong interest in community engagement, philanthropy, and administrative support within a charitable organization
- Ability to work collaboratively in a professional office and event environment
- Must be physically able to assist with event set-up, take-down, and related activities
- Legally entitled to work in Canada in accordance with relevant provincial and federal legislation
- Must be a Canadian citizen, permanent resident, or person granted refugee protection under the applicable legislation. International students and other temporary residents of Canada are not eligible.

Knowledge, skills, abilities:

- Strong communication, interpersonal, and relationship-building skills, with professionalism, discretion, and good judgement
- Proficiency in Microsoft Office Suite and ability to learn organizational systems and digital tools
- Strong organizational, time management, critical thinking, and problem-solving skills, with the ability to manage multiple priorities
- Ability to work collaboratively as part of a team in a dynamic environment
- Multi-lingual skills are considered an asset



What We Offer:

- A collaborative, supportive, and team-oriented work environment
- Training and hands-on experience with fundraising, administration, events, and organizational systems
- Mentorship and guidance to support professional growth and a meaningful summer work experience
- Opportunities to develop transferable skills in communication, project coordination, community engagement, and non-profit operations
- Exposure to the work of a charitable foundation supporting healthcare in the White Rock/South Surrey community

Canada Summer Jobs

The hourly wage of this appointment is \$18.25 and the expected duration is approximately nine weeks, with start date of June 22, 2026 for a total of 34 hours per week. Grant funding has been awarded for this position from the Government of Canada through the [Canada Summer Jobs program](#). You must meet the employment requirement of the program to apply.

Please submit your resume to hr@pahfoundation.ca attention, Shonna Breslaw.

Thank you for considering Peace Arch Hospital + Community Health Foundation.