

## **Communications & Events Assistant - Summer Position**

*Must be a full-time student between 18 and 30 years of age and returning to school on a full-time basis in September in order to apply.*

### **Position Summary**

*Join our team and make a difference!* We are currently seeking a summer student to fill the role of Communications and Events Assistant. This position will play a supporting role in fund development for the organization to support functioning of hospice programs & services. This position will be responsible for supporting a variety of activities including marketing, branding, website, newsletters and social media, and will assist with the planning and execution of fundraising events.

Since 1995, Hospice Vaughan, a not-for-profit organization, has been helping people with life-limiting illnesses live fully in comfort and with dignity until they die, while providing support for families, friends, and caregivers. Currently we offer community based programs and services and we are expanding to include a new 10-bed residential hospice.

### **Responsibilities**

- Help develop and implement communications strategies and campaigns
- Maintain website calendars, events and donor pages and make other website updates as required
- Assist with social media activities including planning, scheduling and execution of posts, maintaining monthly calendar and creating images
- Assist with the production and distribution of monthly e-newsletters and other email campaigns
- Social Media and Campaign reporting
- Manage and update the Sumac database to maintain effective donor relations and communications
- Assist with the development of press releases and prepare information for the media
- Assist in the development of promotional materials: brochures, presentations and leaflets
- Assist in planning and coordination of hospice events including event planning and promotion, invitations, liaising with venues, donors and service providers, set-up, execution, and post-event activities
- Assist with fundraising programs including third party fundraising and annual events
- Assist with other communication and administrative tasks as required.

## Qualifications

- College or University student enrolled in a degree or diploma program relating to Marketing, Communications, Event Planning or Administrative Studies
- Must be between 18 and 30 years of age
- Must be currently registered as full-time student and be returning to school on a full-time basis in the next academic year
- Experience and knowledge about the hospice sector and/or the non-profit sector is an asset
- Experience in marketing, communications or Social media role is an asset
- A strong teamwork orientation and the ability to effectively interface with different functions
- Energetic and articulate, proven self-starter and leadership abilities
- Excellent verbal and written communication skills
- Enthusiastic, warm friendly manner
- Strong computer skills (MS Word, Excel and PowerPoint)
- Knowledge of WordPress, Hootsuite and/or Canva an asset
- Must be a Canadian citizen, permanent resident or have refugee status
- Must have a valid Social Insurance Number and be legally entitled to work in Canada
- Successful applicants are required to provide a criminal reference check

Qualified applicants are invited to forward a cover letter and resume to [hr@hospicevaughan.com](mailto:hr@hospicevaughan.com). Please specify "Communications & Events Assistant" in the subject line of your email.

**Deadline for applications is 9:00 am on Tuesday, March 13th.**

We thank all applicants for their interest, however, only those candidates who have been short-listed will be contacted.