

## **Events & Communication Coordinator - Summer Student Position**

Since 1995, the compassionate caring staff and volunteers of Hospice Vaughan have supported individuals and their families, as they journey through a life-limiting illness. Serving with love and dignity, our commitment is to care for individuals to live fully and ensure a better ending. Our interdisciplinary team of professionals includes Social Workers, Psychotherapists, Registered Nurses, Registered Practical Nurses, Personal Support Workers, Physicians, and our volunteers who provide programs and services to the individuals we care for in our community and within our residence. Additionally, we care for the family members, caregivers, and friends during their loved one's illness, and afterwards with grief and bereavement support. Our Hospice Palliative Care Hub includes a 12-bed hospice residence, that provides a final peaceful homelike space for individuals and their families who require end of life support. In addition, we offer a range or support programs for our community.

### **Position Summary**

*Join our team and make a difference!* We are currently seeking a summer student to fill the role of Events and Communication Coordinator. 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 data base management, marketing, branding, website, newsletters, and social media, and will assist with the planning and execution of fundraising events.

Title: Event & Communications Coordinator  
For: Summer Students Aged 15 – 30 years  
Stats: 8 Week Summer Position  
Reports to: Manager Fund Development & Communications  
Hours of work: 35 hours per week  
Length of employment: 8 continued weeks  
Rate of Pay: \$16.55

### **Responsibilities**

- Play a key role to re-organize and re-structure our fund development data base
- Assist with social media activities including planning, scheduling, and execution of posts, maintaining monthly calendar, creating images, and interacting on our social with the community
- Assist with the production and distribution of monthly e-newsletters and other email campaigns
- Social media and Campaign reporting
- Manage website updates
- Manage and update the Donor Perfect and AKA raisin database to maintain effective donor relations and communications

- Assist in the development of promotional materials: brochures, presentations, and leaflets
- Assist with fundraising programs including community event 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
- Experience and knowledge about the hospice sector and/or the non-profit sector is an asset
- Experience in data base management, marketing, communications & social media is an asset
- A strong teamwork orientation and the ability to effectively interface with distinct 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 is an asset
- Knowledge of Donor Perfect &/or AKA raise is an asset
- Must have a valid Social Insurance Number
- Successful applicants are required to provide a vulnerable sector reference check

Must be a Canadian citizen, permanent resident or have refugee status, legally entitled to work in Canada

Qualified applicants are invited to forward a cover letter and resume to [stephaniek@hospicevaughan.com](mailto:stephaniek@hospicevaughan.com). Please specify "Summer student -Events & Communications Coordinator" in the subject line of your email. Include your personal email and phone number.

Posting will remain open until hiring completed.

We thank all applicants for their interest, however, only those candidates who have been short-listed will be contacted. Please no phone calls or agency inquiries.