



Events & Communications Assistant (4 days a week position)

OVERVIEW

Delta Hospital and Community Health Foundation is the public face and philanthropic arm of Delta Hospital, Mountain View Manor and the Irene Thomas Hospice. We raise funds through the charitable sector to provide quality and innovative health care services, purchase much-needed state-of-the-art equipment, fund capital projects and building improvements, and support ongoing education of medical staff that government funding alone cannot provide. Over \$58 million has been raised since 1988 towards the most critical needs of the site.

The Foundation strives to ensure our community has close to home access to the highest quality health care services. We are dedicated to meeting the challenges of limited health care budgets and increasing demand for services in the Delta region.

POSITION SUMMARY

This is an exciting opportunity for a creative individual to join our small but mighty team. You will use your event and marketing experience to develop and execute strategies to help our online presence grow and flourish. These strategies will aid in increasing revenues. You will also assist in creating digital marketing materials in support of DHCH Foundation's campaigns and signature events.

The ideal candidate has strong administrative, time management, organizational skills and a creative mind set. You will demonstrate a good eye for detail and accuracy and possess excellent written and verbal communications skills. The Events & Communications Assistant will help us to relay to our community the impact of donor support to our campus helping to retain current donors and inspire new ones.

RESPONSIBILITIES

Event Support:

- Assists with event sponsorship fulfillment
- Assists with event related graphic design including website



- Using our online bidding system, assists the Events Manager to create an auction site that is engaging and user friendly
- Miscellaneous event related administrative tasks as required

Communication Support:

- Works with Communications Specialist to coordinate and execute the content calendar for general communications and digital strategies
- Help to create proactive news stories for website/social media
- Coordinate all IT issues/upgrades for office with IT provider
- Helps to schedule interviews and filming opportunities for all promo/event videos
- Participates in proof-reading and editing as required for all communication material
- Ensures branding standards are adhered to across all platforms
- Miscellaneous marketing related tasks as required

KEY QUALIFICATIONS & SKILLS

- Post-secondary education in communications, marketing or a related field
- Event coordination and sponsorship fulfillment experience
- Excellent writing and research skills; strong organizational skills
- Good working knowledge of Microsoft Office
- Must be familiar with WordPress, social media platforms and dashboards, InDesign and social media measuring, monitoring and reporting tools
- Exceptional interpersonal skills; able to work independently and as a part of a team
- Ability to handle multiple projects in a fast-moving environment while evaluating and changing priorities as required
- Familiarity with ClickBid or other mobile bidding platforms

SUPERVISION RECEIVED:

Reports to the Executive Director with supervision from Communications Specialist and Events Manager.

How to Apply

Please email your cover letter and resume to **Lisa Hoglund** at lisa.hoglund@dhchfoundation.ca by **May 2, 2022**.

Due to the high number of applications, we receive, only applicants who are selected for an interview will be contacted. We sincerely thank all applicants for their interest in the Delta Hospital and Community Health Foundation.

