



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2025/02/09

Officer, Internal Events

Job ID	83-0F-6D-84-38-28
Web Address	https://careers.indigenous.link/viewjob?jobname=83-0F-6D-84-38-28
Company	Canuck Place Children's Hospice
Location	Vancouver, British Columbia
Date Posted	From: 2025-01-09 To: 2025-01-26
Job	Type: Full-time Category: Health Care
Job Salary	\$67,805-\$76,872
Languages	English

Description

Officer, Internal Events

Location: Granville office and working remotely (hybrid)

Reporting to: Director, Events & Sponsorship

Job status: Permanent Full-time 1.0 FTE (75 hours bi-weekly)

Compensation: \$67,805-\$76,872

We want our staff to "thrive" not just survive, so Canuck Place is committed to living our values of care exceeding not just minimum wage but living wage in B.C. This means that regardless of role our entry level salary is a minimum of \$25.64 per hour equivalent to \$50,000 full-time annually.

ABOUT US

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

It is the expectation for all roles across the organization to know the organization's philosophy of pediatric palliative care and uphold a commitment to further ones knowledge. Our philosophy of pediatric palliative care is as follows: Pediatric palliative care improves quality of life, promotes comfort, and reduces suffering for children with life-threatening conditions (serious illness) and their families through a holistic approach addressing; physical, emotional, social and spiritual needs. It is collaborative person & family-centered care delivered using a team-based approach throughout the continuum of care across all ages and stages of illness, including bereavement. It values choice and honest and compassionate communication.

At Canuck Place we understand that uniqueness is powerful. We hold each other accountable for an inclusive environment where employees feel empowered to share their experiences and ideas and know that they belong. We believe diversity drives innovation and the best pediatric palliative care for children and their families therefore we welcome that every person brings an individual perspective and experience to advance our mission. We have more work to do to advance diversity and inclusion and we are building a culture where difference is valued. We have a commitment to inclusion across gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity and disability status, to ensure our team members are empowered to bring their full, authentic selves to work. All staff are encouraged to contribute their perspective and lived experience through our internal employee groups such as Care 4 the Caregiver, Culture, DEIB (Diversity, Equity, Inclusion & Belonging), Green Team, Truth and Reconciliation and Wellness Committees.

WHY SHOULD YOU CHOOSE TO WORK HERE

Canuck Place careers are full of connection, community, and care. We aim to nurture a supportive culture rooted in compassion, collaboration and support while providing expert care to children and families. Our team includes individuals with a special blend of sensitivity, compassion, and appreciation for life. Canuck Place is where no moment is missed. A place where you can make a difference.

We offer competitive compensation and a benefits package focusing on wellness and self-care that includes:

- 20 days' vacation (pro-rated to your full-time equivalency) to start with ongoing annual anniversary increases up to an organizational maximum of 45 days
- Up to two paid mandatory wellness days a year
- Generous paid leave including compassionate and special leave when you need it
- Municipal Pension Plan (MPP)
- 100% employer paid benefits package from your first day which includes extended health and dental and \$1,500 annually for counselling
- Health and Wellness Spending account that provides up to \$1,000 annually to ensure you can focus on the benefits that are important to you and your family
- Flexible working options
- Free meals on-site at the hospices
- Continuous paid training and development opportunities so everyone has the opportunity to learn new skills and grow
- Ongoing parental support including top up for maternity and parental leave and paid leave for new grandparents

YOUR ROLE

JOB SUMMARY

The Internal Events Officer plays a key role in fostering staff engagement and enhancing the employee experience at Canuck Place Children's Hospice. This position is responsible for the planning, coordination, and execution of internal events and initiatives that align with the organization's values and create meaningful connections among staff, volunteers, and families. From large-scale events like Staff Day and the Holiday Party to smaller engagements such as retreats and recognition activities, the Officer ensures all events are thoughtfully designed and safely delivered.

Collaborating across teams and with external vendors, the Officer manages budgets, creates systems for seamless event execution, and gathers

feedback to continually improve the experience. Additionally, this role supports family-focused events, contributes to staff retention efforts, and stays informed on best practices in employee engagement to drive innovation and excellence in internal events.

This dynamic and collaborative role combines creativity, strategic planning, project management, and logistical expertise to enrich the experiences of staff, volunteers, and families at Canuck Place.

RESPONSIBILITIES

- Lead the concept development, planning, and delivery of annual staff engagement events, such as Staff Day and the Holiday Party, ensuring alignment with organizational values and fostering team connection.
- Plan and execute smaller staff engagement initiatives throughout the year, including retreats, social gatherings, and recognition events.
- Lead the planning of the annual Remembering Our Children event for bereaved families, in collaboration with the Counselling team.
- Oversee the planning and execution of holiday decor for all major holidays across all CPCH sites, working with Volunteer Services, Facilities, Housekeeping, and Recreation Therapy teams.
- Develop, document, and refine systems, workflows, and processes to support the effective and efficient delivery of internal events.
- Ensure processes are consistently applied and adapted as needed to meet evolving organizational needs.
- Collaborate with internal committee leads to support the planning and delivery of family engagement events, providing recommendations and feedback on event concepts and requirements.
- Partner with the Communications & Marketing team to create digital and printed materials for internal events.
- Partner with budget holders to develop, manage, and track event budgets.
- Negotiate with external vendors and internal stakeholders to deliver events within budget and agreed upon timelines.
- Ensure all events adhere to CPCH safety standards, processes, and style guidelines.
- Create and administer surveys to gather feedback, measure success, and enhance the attendee experience.
- Stay informed on trends and best practices in employee engagement and event management.
- Schedule and coordinate internal committee meetings, preparing updates, agendas, and presentations as needed.
- Provide administrative and logistical support for signature fundraising and stewardship events as needed.
- Collaborate with the People & Culture team to achieve staff engagement and retention goals.
- Assumes other related responsibilities, as assigned.

EDUCATION AND EXPERIENCE

- Post-secondary education in event management, communications, project management, or a related field, or equivalent combination of education and experience.
- 4+ years of experience in event planning, employee engagement, or a related role.
- Experience developing and refining processes to improve operational efficiency.
- Clear and valid BC driver's license and access to a vehicle.

QUALIFICATIONS

What you bring to the role:

- Strong understanding of event planning and management principles, including logistics, vendor negotiations, and budget tracking.
- Proven self-starter with the ability to work independently and proactively to identify and execute tasks with minimal supervision.
- Demonstrate project management skills with meticulous attention to detail and the ability to take ownership of projects and drive them to completion.
- Knowledge of employee engagement strategies and workplace culture best practices.
- Familiarity with health, safety, and accessibility standards for events.
- Proficiency with event management tools, project management software (e.g. Trello), and communication platforms.
- Strong organizational skills with the ability to thrive and meet deadlines in a fast-paced environment while managing multiple priorities.
- Excellent verbal and written communication skills.
- Proven ability to collaborate effectively with diverse internal teams and external vendors.
- Strong analytical and problem-solving skills, with the ability to adapt to evolving organizational needs.
- Passion for creating meaningful and inclusive experiences.
- Ability to exercise a high level of judgment, tact, compassion, and discretion in a diverse and emotionally sensitive environment
- A fun and imaginative approach with the ability to think outside the box and bring fresh, creative ideas to events and staff engagement initiatives.
- The flexibility to adapt and support a high-performing team and meaningful work.

You have:

- High integrity; creativity; balance, good judgment and objectivity; high vision and conceptual capabilities; consultative, facilitate and collaborative; sense of humor.
- Excellent time management skills.
- Demonstrates flexibility that allows you to work with high energy, creative people.
- Able to thrive and effectively manage priorities in a changing, ambiguous environment.

Please note:

- Evidence of Health Canada approved vaccinations must be provided prior to your first day of work.
- Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.

RECRUITMENT PROCESS

We understand that the recruitment process is not a one size fits all, our inclusion values and flexibility extend to your hiring experience. Canuck Place is committed to providing inclusive access and accommodations throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accessibility accommodation through the recruitment process, please contact our People & Culture team at recruitment@canuckplace.org and we will work with you to meet your needs.

Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations, genders and gender identities, members of the 2SLGBTQIA+ community.

How to Apply

Click Apply Now!

Please submit your cover letter and your resume at <https://www.canuckplace.org/about-us/careers/> by January 26, 2025. We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.