



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2025/09/27

Coordinator, Internal Events

Job ID	8D-EE-E8-3D-EE-F4	
Web Address	https://careers.indigenous.link/viewjob?jobname=8D-EE-E8-3D-EE-F4	
Company	Canuck Place Children's Hospice	
Location	Vancouver, British Columbia	
Date Posted	From: 2023-05-01	To: 2023-05-21
Job	Type: Full-time	Category: Health Care
Languages	English	

Description

Coordinator, Internal Events

Location: Vancouver Office, hybrid working options available

Reporting to: Associate Director, Events & Sponsorship

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

Compensation: \$51,865 - \$61,427

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

JOB SUMMARY

The Internal Events Coordinator will primarily provide event coordination and administrative support for CPCH's internal events while also supporting signature fundraising and stewardship events. This role will work closely with various departments to centralize administrative and logistical support for a variety of events to engage Canuck Place families, volunteers, staff, and donors.

RESPONSIBILITIES

- Collaborate with internal committees to coordinate the planning of annual employee events including such as Staff Day, the Years of Service Awards Celebration, and the Holiday Party
- Provide administrative and logistical support for the CPCH Gift of Time and Gift of Love Galas in the areas of auction, sponsorship, ticket sales, and volunteers
- Plan and execute staff engagements throughout the year including retreats, social events, and recognition events
- Work closely with internal committee leads to understand their event concept and requirements, brainstorm content, and provide recommendations and feedback as necessary
- Support the development and tracking of event budgets, timelines, and workflows
- Schedule internal committee meetings, prepare updates, agendas, and presentations as necessary, and take meeting notes
- Manage supplier and vendor relationships including venues, catering, equipment rentals, etc.
- Liaise with the Volunteer Support Services team to source and support event volunteers
- Coordinate on-site event logistics, liaise with suppliers, manage registrations, and gather feedback
- Ensure that all events and experiences are planned and executed safely, within the allocated budget, and in accordance with CPCH's processes, standards and style guidelines
- Develop surveys and/or polls to gather feedback and report on data to help ensure that events are well received, enhance the employee and attendee experience, and add value
- Develop internal systems and processes to ensure that internal meetings, events and employee experiences are planned, coordinated, and delivered safely and effectively
- Assumes other related responsibilities, as assigned.

EDUCATION AND EXPERIENCE

- A high school diploma or the equivalent in experience and a minimum of 2 years of experience in event coordination.
- Administration experience in a non-profit environment and knowledge of fundraising practices is an asset.
- Demonstrated ability to prioritize and coordinate effective, efficient, and dedicated work plans in a dynamic environment.
- Exceptional technical skills using Microsoft Office Suite (with focus on Outlook and Excel).
- Experience using Raiser's Edge, Trello, and Givergy considered an asset.
- Clear and valid BC driver's license and access to a vehicle

QUALIFICATIONS

What you bring to the role:

- Commitment to excellent customer service and family centred care in a fast-paced, diverse, and emotionally sensitive environment.
- Ability to exercise a high level of judgment, tact, and discretion in both internal and external interactions.
- Strong and well-rounded administrative skills to support a diverse team
- Demonstrated project management skills with meticulous attention to detail while supporting multiple teams in a

fast-paced environment.

- The ability to interact effectively with internal and external stakeholders while maintaining a high degree of professionalism and confidentiality.
- Strong written and verbal communication skills. Additional languages are an asset.
- Demonstrated ability to take initiative and work independently, but also as a collaborative member of an interdisciplinary team.
- Resourcefulness and creativity.
- The flexibility to wear many hats in order to 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 let us know 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 May 21, 2023.

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