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: 2024/05/08

Coordinator, Events & Communications

Job ID	**97-60-40-1D-BE-71**	
Web Address		
https://careers.indigenous.link/viewjob?jobname=97-60-40-1D-BE-71		
Company	Canuck Place Children's Hospice	
Location	Vancouver, British Columbia	
Date Posted	From: 2022-05-13	To: 2022-06-05
Job	Type: Full-time	Category: Health Care
Languages	English	

Description

Coordinator, Events & Communications
Location: Granville Office
Reporting to: Officer, Events & Sponsorship
Job status: Full-time, permanent 1.0 FTE (75 hours bi-weekly)
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.
HERE'S WHY IT'S SO GREAT TO WORK WITH US. Aside from being surrounded by a friendly, inclusive, dedicated team, Canuck Place offers employees up to 20 days' vacation (pro-rated to their full-time equivalency), an 100% employer-paid benefits package, Municipal Pension Plan (MPP), a Health Spending account that provides up to $500 annually to provide additional coverage for health and wellness activities/services, weekly onsite massage therapy, informative lunch n' learns, as well as various learning opportunities. Canuck Place Children's Hospice also has a 'Care For the Caregiver' committee who provides ongoing, creative activities to connect us with one another as a reminder that it's 'this' moment that really counts.
SUMMARY
The Canuck Place Events team is responsible for the planning and execution of CPCH's signature fundraising events with an overall gross revenue goal of over $2.3 million in the 2022-23 fiscal year. This team is also responsible for working closely with the Canuck Place Development teams to deliver three stewardship events throughout the year that demonstrate the crucial impact donors have on Canuck Place's ability to deliver care to children and families.
The Coordinator, Events & Communications is an essential and active member this high-performing team. Working closely with internal and external stakeholders, the Coordinator will lead and deliver our gala silent auction programs, manage CPCH's involvement in two charity running events, develop and execute email communication plans, coordinate volunteers, and maintain strict accuracy in our databases.

The successful candidate will be a forward-thinking team player who thrives in a fast-paced, dynamic environment. They will be self-aware, professional, and innovative with a passion for achieving results while doing meaningful work.

RESPONSIBILITIES

- Develop and deliver the silent auction strategy for gala events with a focus on meticulous data management, tracking, and follow through, as well as relationship building, logistics, and collateral development.
- Utilize excellent written communication and formatting skills to develop content and layout of guest communication emails for all signature and stewardship events while adhering to strict deadlines.
- Assist with event sponsorship administration, data tracking, and delivery of benefits for sponsor partners
- Support the precise collection and documentation of event-related data including guest registration details, auction deliverables, and volunteer information.
- Lead and execute Canuck Place's participation as a partner charity in the BMO Vancouver Marathon RUN4HOPE and Vancouver Half Marathon including runner and volunteer recruitment, communication, and stewardship.
- Manage volunteer recruitment, communication, and coordination for CPCH stewardship events.
- Work closely with the Donor Services team to ensure accuracy and quality in donor database management.
- Represent Canuck Place in a professional and respectful manner when liaising with stakeholders and at committee meetings and events.
- Contribute to CPCH's success by assisting with other projects and tasks as assigned.

EDUCATION AND EXPERIENCE

- 3+ years of experience in event coordination, fundraising, or communications, preferably in a non-profit organization; or an equivalent combination of education and experience.
- Demonstrated ability to prioritize and coordinate effective, efficient, and dedicated work plans in a dynamic environment.
- Strong written and verbal communication skills.
- Exceptional technical skills using Microsoft Office Suite (with focus on Outlook and Excel).
- Experience working on silent auction solicitation, processing, and execution preferred.
- Familiarity with MailChimp, Raiser's Edge, Givergy, WordPress and/or Adobe InDesign considered an asset.
- Clear and valid BC driver's license and access to a vehicle.

QUALIFICATIONS

What you bring to the role:

- You have the passion and ability to achieve excellent results in a fast-paced, high-pressure environment
- You are proactive, and utilize forward-thinking skills to manage projects and prioritize effectively
- You have high integrity and take pride in representing yourself and the organization professionally at all times
- You love learning new software platforms and tackle proficiency quickly
- You recognize the value in the fine details of a project and take pride in accurate data input
- You are a pro at reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output

- You are resourceful and creative, which allows you to face both challenges and opportunities with balance, good judgment, and objectivity
- You thrive when collaborating on a team and are equally as comfortable taking initiative independently
- You are flexible and enjoying wearing many hats to support a high-performing team and meaningful work.

Note: Flexibility is necessary, as this position will require occasional weekend and evening work and travel within the Lower Mainland.

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 and genders, and others with the skills and knowledge to productively engage with diverse communities.

How to Apply

Click Apply Now!

Please submit your cover letter and your resume at https://www.canuckplace.org/about-us/careers/ by June 5, 2022. We recognize the importance of a diversified workforce, and we encourage First Nations, Inuit and MÃ©tis candidates, members of visible minorities and persons with disabilities to apply.

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