

DUNNVILLE HOSPITAL & HEALTHCARE FOUNDATION



JOB DESCRIPTION:	COMMUNICATIONS & EVENTS COORDINATOR
POSITION:	21 HOURS PER WEEK (daytime hours – 9:00 am – 4:00 pm) some outside hours required during events
REPORTS TO:	Executive Director
CLOSING DATE:	Until Filled
RANGE OF PAY:	\$24.50 PER HOUR, benefits after probation, RRSP contribution, educational opportunities

Position Summary:

Dunnville Hospital and Healthcare Foundation is a long-standing not-for-profit organization. (DHHF) is a dedicated foundation committed to improving health care services within the communities it serves. A Board operated organization: volunteers and staff and the community at large engage in fund generating activities that directly supports the needs of Haldimand War Memorial Hospital and Edgewater Gardens Long-Term Care Centre.

DHHF is seeking a highly motivated, energetic team member to assist with the development of communication materials and social media posts, videos, blogs, etc. The incumbent will also be a key member in supporting all annual and third-party events.

Key Responsibilities:

COMMUNICATIONS

- Develop key content for marketing activities and events, including newsletters, reports, flyers
- Prepare social media content targeting specific demographics with measurable results
- Assist with management of social media sites including: Facebook, Instagram, Twitter, Linked In with a mindset of growth of appropriate channels
- Create videos and materials that engage audiences, that may include, videography, testimonials, photo collages, flyers, surveys etc.
- Assist with photography of key events, participants, volunteers and community members
- Monitor social media and websites for changes and report metrics regularly to the Executive Director
- Assist with maintenance of the DHHF website, uploading pages, changing content etc.

EVENTS

- Assist with implementation of both annual and third-party events
- Market and promote events using a multitude of forms, print, media, personal one on one
- Assist with the budget development of events to ensure cost effectiveness
- Assist in Event Logistics
- Ensure events provide optimal attendee experience
- Maintain all records of budgets, event specifics, volunteers and hours
- Assist with developing a network of volunteers to be utilized at all events

ADMINISTRATION

- Create and maintain a visually appealing bulletin board in both DHHF and HWMH
- A willingness to learn or knowledge of Raisers Edge to assist with data entry
- Maintain a comprehensive volunteer list for all volunteer roles and time donated

QUALIFICATIONS:

- Post-Secondary education in Marketing, Communications, Event Management or equivalent work/education experience
- Experience in event management
- An understanding of not-for-profit organizations preferred
- Superior oral and written communication skills, with enhanced public speaking skills
- Experience in Canva, all Microsoft Applications, and Photo/Video editing required
- Strong design skills in addition to being creative, innovative and resourceful
- An effective and collaborative team player
- Positive and outgoing attitude
- A willingness to learn

All interested candidates are encouraged to apply to rachel@dhhf.ca. Due to high demand, we thank all those in advance for your submissions, however only those selected for the interview will be contacted.

DHHF is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Applicants are encouraged to make their needs known in advance.