



HHHS FOUNDATION

CANADA SUMMER JOBS - EVENT ASSISTANT

DEPARTMENT:	HHHS Foundation
REPORTS TO:	Donor Relations Manager, Foundation
STATUS:	10 week contract June17 - August 26
HOURS:	35 hours/week
COMPENSATION:	\$17.55/hour
UNION:	Non-Union
AVAILABLE TO:	Those who qualify for Canada Summer Jobs
DATE POSTED:	April 19, 2024

Position Description

Assistance in community outreach through major summer fundraising events in support of established fundraising priorities, which will capitalize on connecting with full-time and seasonal residents, as well as visitors to Haliburton County. The position will include research, assistance with event planning and execution, development of communication/marketing content, and outreach to community stakeholders, and preparation of reports. Tracking of related media (print, social) and digital archiving of related media results to the fundraising activities will also be required.

The employee will play an important role in the coordination and execution of the summer fundraising events as indicated, and will have the opportunity to work with stakeholder groups of various sizes, and be required to develop planning, decision-making, and operation execution tasks in a team environment. Conveying a positive attitude throughout the placement, as well as one of gratitude and appreciation to the Foundation's stakeholders and donors/potential donors will be demonstrated, stressed and reinforced.

**This opportunity is supported by the 2024 Canada Summer Jobs Program which is an initiative of the Government of Canada's Summer Work Experience Program. It is designed to focus on local priorities, while helping young Canadians and their communities. It provides funding to organizations to create summer job opportunities for youth aged 15 to 30 years. Please review eligibility requirements and ensure you meet all the criteria prior to applying.*

What you can expect to do:

Charity Golf Tournament - support the planning and execution of this key fundraising event.

This includes:

- Assistance with event operation and logistics planning
- Participation in event plan execution
- Participation in marketing plan development and execution
- Overall media tracking and reporting
- Preparation of final report/analysis of effectiveness of specific event, and analysis of effectiveness of sporting events as community outreach fundraisers

Radio-thon – annual two-day fundraising radio-thon onsite at a local radio station

- Participation in development of marketing and communication plans
- Building on the 2023 project, continued research to expand Radio-thon stakeholder base throughout the County, working with Foundation staff and board to expand donor engagement through digital/social/media outreach to promote the event, and to encourage participation
- Overall event planning and execution including:
 - o Assistance with event operation and logistics planning
 - o Participation in event plan execution
 - o Participation in marketing plan development and execution
 - o Overall media tracking and reporting
- Assistance with preparation of final report/analysis of effectiveness of the event, and of the research/outreach efforts.

HHHS Foundation Digital Platforms

Participate in the development of summer fundraising outreach events and initiatives, including online and digital programs:

- social media (Facebook, Instagram) - develop content to broaden stakeholder reach; measure analytics for effectiveness
- e-newsletters - assist with content development through established distribution channels
- website(s), including all fundraising platforms currently operating

Organize and participate in community-focused events in support of the HHHS Foundation including art fairs, farmers markets and community events

HHHS Art Collection & Gift Shop

Update and catalogue artworks, ensuring all items are accounted for and available to be placed in preferred areas of the HHHS buildings. This may include researching artists and preparing artworks for auction or sale.

Provide customer service and inventory control for Haliburton site Gift shop on an as needed basis.

What you can expect from us:

- Non-union contract administrative position with the expectation of 35 hours weekly.
- Flexible work environment with some weekend and evening hours for events.
- A workstation in Haliburton or Minden HHHS facilities
- A small dedicated team of fundraisers, multi-taskers, and donor lovers who are open to learn, adaptive to change, caring and approachable.
- Experience comes in many forms and learning from our different perspectives gives us strength. We encourage applications from all. Please include your pronouns in your resume.
- If accommodations are required, please provide your requirements when contacted in the selection process. Information received relating to accommodation needs of applicants will be kept confidential.

SUBMIT RESUME TO:

Melanie Klodt Wong – mklodtwong@hhhs.ca

With the subject line “APPLICATION: CSJ Event Coordinator”

DEADLINE TO APPLY:

May 5, 2024 @ 6:00pm

Haliburton Highlands Health Services Foundation strives to create a culture that is inclusive, kind and supportive in an environment that fosters belonging. We encourage all those interested and enthusiastic about fundraising in the Haliburton Highlands to apply.