



Events & Administrative Coordinator – Job Opportunity

About the Chinook Regional Hospital Foundation:

The Chinook Regional Hospital Foundation raises funds and stewards the use of donations to support healthcare services that are needed within the Lethbridge community. This work supports the vision for the community with outstanding healthcare access. The Foundation is committed to reflecting 9 core values within its work: the responsible stewardship of funds, accountability, professionalism, high ethical principles, compassion, care, excellence, safety, and collaboration.

The Foundation's board and staff value open and honest communication through positive attitudes, building a trusting environment of both reporting and feedback. They believe that all people are equal and deserve equal rights and opportunities. Compassion and caring are at the root of everything they do. Transparency is essential; both the board and staff understand how important decisions that impact them are made. Effective governance is maintained through careful planning, execution, accountability, and measurement.

FTE Status: 0.6 FTE (11/12 -month contract w/ strong possibility of permanent).

Hours: 23.25 paid hours per week x 3 day(s) a week. 1/3 Partial hybrid available, benefits included after 3 months.

Regular hours are Monday to Friday = 7.75. Some evening and weekend work may be required based on the needs of the organization and campaign/event cycle.

Position Description: Primary responsibilities are as follows & as required by Development Officer as part of succession planning and cross training:

- Provide leadership in planning and carrying out special events, including event and campaign management, evaluation, and reporting
- Secure sponsorships and in-kind donations for events and campaigns and maintain donor recognition programs
- Establish and manage internal and external committees
- General administrative tasks as required
- Reporting to the Executive Director, assist with the planning, management and administration of the Foundation's signature annual giving, events gaming and lotteries:
 - Care from the Heart
 - Christmas Tree Festival
 - Truck Lottery
 - 50/50 Raffle/Lotto
 - Italian Open Golf Tournament

- Lights of Hope Annual Appeal
- Support and manage volunteer committees
- Recruit, train and recognize volunteers
- Design and write internal and external communication materials to the Chinook Regional Hospital
- Monitor event budgets and assist the gift administration with the data entry of financial information, constituent records including sponsors, donors and prospects, and reporting
- Prepare written proposals to potential sponsors and granting agencies
- Maintain event information on Foundation Website
- Assist with event evaluation and reporting
- Cultivate, research and encourage third party fundraising initiatives

Essential Duties:

Percent of time spent	Domain/Area of Responsibility	Description of Tasks & Objectives
70%	Event & Campaign Management	<ul style="list-style-type: none"> • Develop, implement, and monitor annual and year-round events and giving campaigns. • Campaign planning and management. • Post-campaign and event wrap-up • Develop and manage pre-event interview process schedules (e.g., Care from the Heart Radiothon, storytelling). • Manage discovery, tender applications, and procurement process with vendors and service providers (e.g., dealerships for truck raffle, 50/50). • Secure event auction items or gift-in-kind donations and follow up with purchasers and donors to assist with follow-through of commitments. • Coordinate delivery of purchases with donors, courier service, and internal staff members. • Manage event and campaign operations (e.g., on-site set-up, take down, event roll-out, silent/live auction process and raffles, troubleshooting, etc.).
30%	Administration & Program	<ul style="list-style-type: none"> • Organize and participate in internal/external operational meetings and develop meeting agendas. • Develop and provide status reports to ED and internal staff members. • Respond to general questions from donors and participants.

		<ul style="list-style-type: none"> • Fill-In Front Desk Admin duties when required for holiday relief (i.e. process 5050, truck lotto, general admin). • Track event/Campaign data (i.e., information on sponsors, community partners, donors, and event attendees) and pull reports to support communication and stewardship. • Ensure accurate donor information is maintained in RE. • Develop and oversee form creation, campaign processes, and frameworks (e.g., payroll deduction deadlines, forms, licensing requirements, Legacy Mailouts/Frameworks/Toolkits). • Development of monthly Newsletter and manage and update web content. • Collaborate with service providers to implement new digital solutions (e.g., website update, NXT automation).
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Minimum Requirements & Credentials:

- Minimum diploma in events or program planning, leadership or business.
- Minimum 3 years of work experience in the not-for-profit sector.
- Strong interpersonal and relationship-building skills.
- Proven organizational and presentation skills.
- Effective verbal and written communication skills, including experience with public speaking and presenting to diverse audiences.
- Demonstrated computer proficiency, including Word, Publisher and database software (e.g., Raiser’s Edge).
- Flexibility in hours required for meetings and special events.
- Familiarity with the local business community, community leaders and the Lethbridge Regional Hospital.
- Demonstrated experience/knowledge of program planning and evaluation frameworks.
- Demonstrate critical thinking; with a mature approach to problem-solving.
- Mature judgment to maintain the confidentiality of information.
- Excellent organizational skills, with the ability to manage multiple projects and tasks.
- Strong knowledge and understanding of marketing trends and digital advertising.
- Criminal Record Check clearance is necessary.
- First Aid/CPR - Asset

Position Highlights:

- This position is responsible for managing a complex portfolio of individual donors, corporate donors, community partners, events, gaming activities, and campaigns and developing and implementing programs to grow and diversify fundraising revenue for the Chinook Regional Hospital Foundation.
- This position functions well with a positive and solution-oriented attitude and someone who can take the initiative, work independently, and is part of the Foundation Team.
- The work is primarily office-based with hybrid, but also requires work in the community through collaboration and committees, allowing for the opportunity to work remotely at times.
- The work environment is dynamic, carrying multiple projects at varying stages of the life cycle at once, requiring the ability to be flexible, adaptable, and work under pressure.
- The work may require some duties outside regular work hours, such as evenings and weekends, to meet campaign and event needs.
- Other office administration responsibilities as requested.

We Can't-Wait to Meet You!

Please forward your resume of interest with a cover letter by 4:30 pm on **May 5th**, attention to:

**Allan Bartolcic, Executive Director
Chinook Regional Hospital Foundation**

allan.bartolcic@ahs.ca

Please quote "**Events & Administrative Coordinator**" in the subject line.

We thank all applicants for their interest in the Chinook Regional Hospital Foundation; however, only those selected for an interview will be contacted.