



## JOB POSTING

**Role:** Summer Event Assistant

**Location:** Brockville, Ontario

**Type:** Contract, Full-time, 37.5 hours per week, 8 weeks beginning May 13, 2024

**Reports To:** Executive Director

### **Organization Overview:**

The Brockville and District Hospital Foundation (BDHF) supports Brockville General Hospital's mission to provide an excellent patient experience – guided by the people we serve and delivered by people who care. BDHF is a charitable Foundation and the fundraising arm of Brockville General Hospital, raising funds for capital, equipment and program needs. BDHF also provides funding support for the hospital's Palliative Care Program. This hospital program relies extensively on donations and community supporters.

### **Position Summary:**

We are seeking a dedicated Event Assistant to support our event planning team in coordinating and executing various events. The ideal candidate will work closely with the event planner and team to ensure the smooth running of events, from planning stages to execution. This role involves assisting with logistical arrangements, promoting events on social media platforms, providing administrative support, and contributing creative ideas to enhance event experiences. The Event Assistant must possess strong organizational skills, excellent communication abilities, and the capacity to thrive in a collaborative team environment.

### **Skills, Experience & Requirements:**

- Experience with event planning
- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Ability to work collaboratively in a team environment
- Ability to prioritize tasks and manage multiple projects simultaneously
- Experience with social media marketing considered an asset
- Must obtain a satisfactory Criminal Record and Vulnerable Sector Check

**This position is funded through Canada Summer Jobs, candidates must be 15-30 years of age and be legally able to work in Canada.**

### **How to Apply:**

Interested candidates are invited to submit a resume and a cover letter detailing their interest in the role and their qualifications to [Emaskell@brockvillegeneralhospital.ca](mailto:Emaskell@brockvillegeneralhospital.ca) by April 26, 2024. Please include "Summer Event Assistant" in the subject line.

Brockville and District Hospital Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

*We thank all applicants for their interest, however only those who are being interviewed will be contacted.*