



## **Job Description: Community Events Assistant**

### **Position Summary**

The Community Events Assistant, is a pivotal support role in supporting and reporting to the Development Officer, Community Events. This role is integral in bolstering community relationships, overseeing community led events, and strengthening sponsorship endeavors for the Niagara Health Foundation. The Community Events Assistant will contribute significantly to maximizing support and partnerships while enhancing the Foundation's presence within the community.

**Salary Range:** \$42,000 - \$50,000

### **Roles and Responsibilities**

#### ***Community Engagement & Partnership Support***

- Aid in nurturing and fostering relationships with community groups and partners, focusing on communication, relationship development and event support.
- Collaborate closely with third-party events and community groups to assisting in information dissemination, promotional activities, and donation coordination.
- Support the coordination of permits, licenses, and regulations for community events in collaboration with organizers.
- Assist in identifying and cultivating new partnerships to advance the Foundation's mission.
- Contribute to the management of online donation platforms for community groups and events.
- Maintain and update records of community groups, events, and donors using Raiser's Edge NXT.
- Provide increased support for sponsorship activities, including letter writing, in-kind donation coordination, and sponsorship logistics.

#### ***Foundation Event Assistance***

- Collaborate with the Events team, aiding in sponsorship coordination, volunteer management, and on-site event logistics.
- Assist in connecting community event organizers with the Foundation's signature events where needed.
- Provide on-site support at third-party events, including setup, teardown, and day-of event coordination.

### ***Administrative Support & Collaboration***

- Offer direct support to the Development Officer, contributing to daily operations and strategic initiatives.
- Collaborate effectively with internal stakeholders, volunteers, hospital staff, and the external community.
- Actively participate in Foundation and community events, including special donor engagements and presentations.
- Provide assistance with various tasks related to the Annual Giving program, such as writing, editing, and transcription.
- Maintain and update a listing of all community led events supporting Niagara Health Foundation.
- Assist in preparing applications for regionwide programs such as Smile Cookies with Tim Hortons and similar.
- Demonstrate flexibility to work evenings and weekends as required to support community and Foundation events.

### **Qualifications & Experience**

- A relevant degree or equivalent experience in event management or related fields.
- Minimum two years of experience in community engagement, event management, or fundraising roles.
- Familiarity with Not-for-Profit fundraising practices.
- Strong written and verbal communication skills.
- Excellent organizational and problem-solving abilities.
- Goal-driven with the ability to work independently and collaboratively.
- Proficiency in Raiser's Edge NXT fundraising software.
- Knowledge of MS Office suite, including Word, Excel, and PowerPoint.
- Ability to perform light to moderate physical duties related to event setup, including lifting, carrying, and assembling event materials.

*Note:* The Community Events Assistant works closely with the Development Officer to enhance community relationships, support sponsorship initiatives, and assist with the execution of Foundation and third-party events. Flexibility in scheduling is required to meet the demands of event-based work.

Please submit your resume and letter of interest to: [lisa.branston@niagarahealth.on.ca](mailto:lisa.branston@niagarahealth.on.ca)

We regret that only those candidates who are chosen for an interview will be contacted personally. However, we thank all applicants in advance for their interest in Niagara Health Foundation.