



Job Description: Events Assistant

Position Summary

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

Roles and Responsibilities

- Aid in nurturing and fostering relationships with community groups and partners, focusing on communication, relationship development and event support.
- 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.
- Must be able to perform physical tasks associated with event setup, teardown, and materials handling, including standing for extended periods and occasionally lifting and carrying items weighing up to 50 lbs

Administrative Support & Collaboration

- Offer direct support to the Events Manager, 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.
- Assist with the front desk coverage, when needed.

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.
- Ability to deliver presentations and speak at events.
- Valid Ontario driver license and access to a vehicle
- Excellent organizational and problem-solving abilities.
- Goal-driven with the ability to work independently and collaboratively.
- Proficiency in Raiser's Edge NXT fundraising software considered an asset
- Knowledge of MS Office suite, including Word, Excel, and PowerPoint.

Compensation (non-exhaustive list)

- Salaried Full-Time position
- Medical and Dental Benefits
- Vacation time
- Pension Plan

Note: The Events Assistant will work closely with the Events Manager to amplify community relationships, advance sponsorship endeavors, and manage larger events, offering crucial support to achieve the Foundation's goals and may require non traditional work hours when attending or supporting events.

Please submit your resume and letter of interest to:

Holly Calvert – holly.calvert@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.