



**Events Assistant (Contract Summer Student Position)**  
**37.5 hours/week - \$14.00/hour**  
**April 30 to August 17, 2018 (16 Weeks)**

Hospice Niagara, a not-for-profit charitable organization that focuses on improving the quality of life for people living with life-limiting illnesses, death, dying, grief and loss, is seeking an Events Assistant (Contract Summer Student Position).

**Qualifications:**

- Between 18 and 30 years of age at the start of employment
- Have been registered as a full-time student 2017-2018 and intend to return to school on a full-time basis 2018-2019
- Canadian Citizen or Permanent Resident, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with Ontario legislation and regulations
- University or college student with educational emphasis on marketing, public relations, community relations, event management, or related discipline
- Valid Ontario driver's license and access to a vehicle
- Access to a smart phone for event posts
- Some physical requirements to set-up and tear down events, and move supplies

**Skills/Competencies:**

- Computer literate in all Microsoft Office applications, Twitter, Facebook, YouTube, Word Press, Adobe, Publisher and InDesign.
- Event planning and implementation experience
- Outgoing, friendly, "can-do" attitude
- Exceptional interpersonal, written and verbal communication skills
- Strong attention to detail
- Demonstrated creativity and professionalism
- Competence and accuracy in entering data, as well as working with Excel spreadsheets
- Willingness to work flexible hours, including weekends, evenings and holidays
- Ability to manage varying priorities, working under tight timelines

**Key Responsibilities:**

- Assist with the planning, implementation and evaluation of the fundraising events, such as the 5 Car Draw, Hike for Hospice, Golf Tournament and Taste
- Assist with event promotions and communications
- Promote all events through social media (Facebook, Twitter) and website
- Stewardship of retail outlets, ticket sellers, festival and event contacts, auto dealerships, etc.
- Coordinate ticket kiosks and car displays at festivals and events throughout Niagara
- Provide onsite support at Hike for Hospice (May 6, 2018), Golf Tournament (July 9, 2018), 5 Car Draw Early Bird Draw (June 15-17, 2018) and 5 Car Draw Final Draw (Aug 3-6, 2018). Other dates as determined.
- Arrange to deliver and pick-up tickets and money from various outlets throughout Niagara
- Coordinate sign out/in of tickets and cash; process payments
- Provide input into post event reports
- Other duties, as required

**How to Apply:**

Applications will be accepted until Friday, February 23<sup>rd</sup>, 2018. Please send cover letter and resume in MS Word or PDF attachments via email with **Application: Events Assistant** in the subject line to [careers@hospiceniagara.ca](mailto:careers@hospiceniagara.ca).

Hospice Niagara is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), individuals requiring accommodation during the application/recruitment process should advise Human Resources so arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

We thank all who apply, however, only those selected to proceed in the recruitment process will be contacted. No phone calls please. For more information about Hospice Niagara, please refer to our website: [hospiceniagara.ca](http://hospiceniagara.ca).