



POSITION DESCRIPTION

Position: Student – Special Events Coordinator
Reports to: Community Engagement and Communications Lead
Remuneration: Hourly

WHO WE ARE

Lionel Kelland Hospice is the first community based residential hospice in Newfoundland and Labrador providing end-of-life care to residents and their families with care, respect, and dignity.

Our values are the fundamental principles that guide the work of Lionel Kelland Hospice, and they apply not only to its residents and their families, but also to our staff, physicians, and volunteers. These are our values that we cherish the most in our workplace: compassion, integrity, excellence, commitment, and collaboration.

We strive to create a workplace where employees are treated with respect and compassion. By working together in a positive environment, we can ensure that the final chapter of a person's story is dignified and peaceful.

POSITION SUMMARY

Under the direction of our Community Engagement and Communications Lead, and in collaboration with the other members of the Hospice team, including volunteers, the Student Special Events Coordinator will be responsible for assisting with all of our special events and fundraising opportunities. This will be a great opportunity for a student to learn more about community engagement, planning and successfully executing special events, donor relations, and ethical, best practice fundraising for an organization. As well, this position will provide the opportunity to learn more and practice their skills in communications, utilizing social media and other methods to get our messages out to the region about our mission and operations.

DUTIES AND RESPONSIBILITIES

- Assist with the execution of our annual Hike for Hospice events.
- Attend the Hike for Hospice Committee meetings and take minutes as needed.
- Assist with the communication plan for all special events and fundraisers for Lionel Kelland Hospice over the summer, including our Hike for Hospice.
- Maintain database for special events t-shirts and assist with their distribution, including for Hike for Hospice.

- Assist with the signage and promotional materials for all special events.
- Conduct local market research for use in idea for additional special events and other fundraising opportunities.
- Provide on-site support for events, including set up, transport, and takedown.
- Assist with communications and social media campaigns as needed.
- Assist the Community Engagement and Communications Lead with various duties and projects.
- Assist the Volunteer Coordinator with various duties and projects.
- Other duties as required.

Qualifications:

- Post secondary student pursuing a Business, Marketing, Communications, and/or related degree or certificate who will be returning to a post secondary university or college in the fall.
- Is between the ages of 17 and 30 years of age (inclusive) at the start of employment
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protections Act, S.C. 2001, c. 27 and is legally entitled to work according to the provincial legislation and regulations.
- Excellent communication skills, both verbally and written.
- Excellent organizational and workplace skills.
- Ability to use Microsoft 365 products.
- Valid driver's licence with access to personal vehicle would be considered an asset.

Other Skills and Abilities:

- A strong sense of dedication to the mission, values, and goals of Lionel Kelland Hospice and be a dedicated staff team member.
- Ability to handle difficult situations in a caring, empathetic manner with good judgement.
- Effective and respectful communication with staff and volunteers.
- Tact and discretion in dealing with and handling confidential information.
- Positive attitude and a willingness to "go the extra mile" when delivering quality service and building positive work environment.

Standards of Performance:

- The Student Special Events Coordinator must demonstrate ongoing competency and a commitment to continuous quality improvement in completing all duties and responsibilities as detailed in this job description, in accordance with all Hospice policies and approved plans.