



POSITION DESCRIPTION

Position: Student – 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 the Community Engagement and Communications Lead, and in collaboration with the Hospice team and dedicated volunteers, the Student - Events Coordinator will play an active role in supporting the planning and execution of events and fundraising initiatives. This position offers a valuable opportunity for a student to gain hands-on experience in community engagement, event coordination, and donor relations, while learning ethical and best-practice approaches to fundraising within a non-profit environment. The successful candidate will also develop and apply their skills in social media and communications, helping to share the Hospice's mission, programs, and impact with the broader community.

DUTIES AND RESPONSIBILITIES

- Assist with the planning of our annual Hike for Hospice event.
- Attend the Hike for Hospice planning meetings and take minutes as needed.
- Assist with the communication plan for all 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 social media content creation, as needed.
- Assist the Community Engagement and Communications Lead with various duties and projects.
- Other duties as required.

Qualifications:

- Post secondary student who will be returning to a post secondary university or college in the fall.
- Has prior experience in planning, facilitating, and administering special events and/or fundraisers.
- 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 and Canva, would be an asset.
- 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 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.