



Events Assistant Temporary part-time (June 26, 2023 – September 1, 2023)

Do you love working with a supportive and collaborative team to plan, market and execute a variety of events? Are you energized by no two days of work being the same? If you derive job satisfaction by knowing you are making an impact on the health of our community, consider joining our team this summer!

The Georgetown Hospital Foundation is seeking an Events Assistant to support our fundraising and community outreach activities on a contract basis from June 26 to September 1, 2023. The position is based out of our offices at Georgetown Hospital with typical weekday hours and flexibility for remote work.

Reporting to the Associate Director, Philanthropy & Events, this temporary part-time position with a hiring wage of \$16.50 per hour, will enjoy the benefits of learning from a group of skilled colleagues willing to assist with professional development to help achieve your short and long term career goals.

About Georgetown Hospital Foundation

The Georgetown Hospital Foundation partners with our community to build awareness and inspire giving to raise funds for essential equipment and services for Georgetown Hospital. We are grateful for the tremendous support from individuals and businesses in Halton Hills and West Brampton that help the Foundation fund the highest priority equipment, capital and program needs of the hospital.

Key Responsibilities and Accountabilities

In this role you will:

- Assist with executing event tasks for both of our signature events (The Walk or Run for Georgetown Hospital and The Gala in support of Georgetown Hospital Foundation).
- Provide social media marketing and website content support.
- Assist with organizing suppliers and vendors for community partner events.
- Maintain databases and internal tools used for stewardship and tracking project progress.
- Taking minutes at committee meetings.
- Conduct research, and one-off projects from time to time when required.
- General office duties and support as required.

Qualifications and Experience

We endeavor to hire individuals who exemplify our mission, vision and values of accountability, respect and excellence which guide our individual behaviours and attitudes.

- You love to learn and enjoy working as part of a team.
- Strong interpersonal skills and ability to establish positive relationships with a broad range of internal and external partners.
- Familiar with social media channels and engagement strategies.
- Excellent verbal and written communication skills.
- Considerable initiative, strong attention to detail and good judgment.
- Familiarity of Halton Hills an asset.
- Working knowledge of Microsoft Office applications.
- Comfortable working in an office setting as well as out in the public representing GHF.
- Ability to maintain confidentiality of all information.

Other Job Requirements/Working Conditions

- The position is based out of the Georgetown Hospital in a shared office; partial work from home arrangements can be made.
- Flexibility to work periodic non-traditional work hours that might include evenings and weekends based on operational needs.
- Valid driver's license and regular access to a vehicle.

Candidate Selection Process

- Applicants must submit a resume and cover letter through the Halton Healthcare careers portal (#919571).
- Applicants advanced in the process will be contacted within seven days of the closing date
- The selection process will include a short phone screening interview, and an in-person or online interview with the Associate Director, Philanthropy & Events and Events Officer.
- Reference checks will be conducted for the preferred candidate.
- A criminal background check and signed confidentiality agreement are required for the preferred candidate.
- New hires at Halton Healthcare are required to be fully vaccinated against COVID-19 (see below).

*Please submit your application online **by June 2, 2023** via www.haltonhealthcare.com/careers directly to this posting (#919571) and include a cover letter and current copy of your resume.*

We thank all those who apply but only those individuals selected for further consideration will be contacted.

In accordance with Directive #6, Halton Healthcare has implemented a COVID-19 Vaccination Policy. All new hires must be fully compliant with our Policy as a condition of employment with Halton Healthcare. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Halton Healthcare will provide accommodations throughout the recruitment and selection process. If you require an accommodation, we will work with you to meet your accommodation needs to ensure your equal participation.

All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

Halton Healthcare is a smoke free facility in and around all three sites. Smoking is not permitted on hospital properties. We thank everyone who works at or visits our hospitals for respecting this healthy initiative. We are also a scent-free environment for all employees and visitors to accommodate individuals' health concerns arising from exposure to scented products. We ask for everyone's cooperation in our efforts to accommodate health concerns.

All Halton Healthcare staff, professional staff and volunteers are encouraged to be vigilant about identifying and reporting safety incidents in their everyday practice. They also have a role in analysis, recommendations and follow through to implementation.