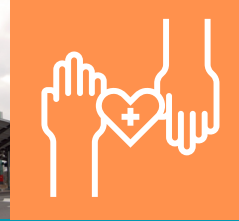




Cobequid
Health Centre
Foundation



Job Description: Summer Student Event Coordinator



+ Cobequid Foundation - About Us

Cobequid Health Centre Foundation's mandate is to support the work of the healthcare team at Cobequid Community Health Centre through funding priority medical equipment.

More than 150,000 patients walk through our doors each year in search of one vital thing: outstanding healthcare. Whether they require Emergency care, are managing a chronic illness, or need routine tests, care is available for the entire family. Cobequid Health Centre has the second busiest Emergency Department in Nova Scotia. Known for our extraordinary care and compassion, we go the extra mile to help our patients and clients.

Our communities' needs are diverse and ever-changing and Cobequid Health Centre continues to grow and change with them. The Cobequid Health Centre serves a wide range of people with various medical needs, and we strive to exceed their needs. What sets Cobequid apart is all the unique things we have to offer. Cobequid is home to the only public Youth Health Centre that is accessible without a referral. Our Youth Health Centre serves almost 4,000 young adults a year, aged 13 to 25.

We do it differently at Cobequid because we are different. We are the only day hospital of our kind in Nova Scotia. The demand for quality care close to home will continue to grow along with our vibrant neighborhoods. We are people from the community, taking care of our community. Each donation helps us make a difference in the healthcare that is available right here in our community. We are committed to transforming the community hospital experience, but we know we cannot embark on this ambitious journey alone.

Spend your summer with us. Together we are making our community a healthier place to live.

+ Event Coordinator Summer Student

The Events & Marketing Coordinator will support the Walk Run for the Health of Our Community and the Sackville Patriot's Day Parade. In addition, they will ensure our social media posts are timely, educational, entertaining & relevant. You will demonstrate your love of writing by assisting with our Community Update Digital Newsletter.

+ Work Term Outcomes

Here are the highlights of what you can learn working with us:

- Learn about how a non-profit organization works and the value of working with volunteers.
- Learn about working with an accredited organization - how the reporting requirement shapes our work.
- Learn about the healthcare system and observe the inner workings of a health center.
- Strengthen your communication skills and put what you have learned in the classroom into action in the workplace.
- The importance of Marketing in the competitive climate of nonprofit organizations.
- Learn or strengthen your computer skills including Canva, 32Auctions, Word, Excel, PowerPoint, and Canada Helps DMS.
- Work with a diverse team of staff, volunteers, board of directors, and management to achieve organizational goals.

+ Your Skills

- You are pursuing a Business, Commerce, or Public Relations Degree
- You describe yourself as outgoing, persistent, and energetic with superior people skills.
- You excel at multi-tasking, have excellent organizational skills, and are adaptable to rapidly changing situations and demands.
- You work well both independently and as a team player.
- You have excellent written and verbal communication skills as well as great computer skills.
- You like to add humor and creativity to your job.

+ All the Details

- Report to the Executive Director
- Work Collaboratively with our Bookkeeper and Fundraising Coordinator.
- Wage: \$15.50 an hour, 35 hours per week
- Anticipate Dates: June 3rd to August 30th, 2024
- Position Location: Cobequid Community Health Centre - 2203- 40 Freer Lane, Lower Sackville, NS
- Very Occasional evenings and weekends. Namely supporting committee meetings.
- Assets: A driver's license and occasional access to a vehicle.

+ Your Work Term Summary of Activities

The Event Coordinator will help to grow and maintain our signature special events - a Walk / Run for the Health of Our Community and the Patriot's Day Parade Entry. The coordinator will work closely with the Executive Director on fundraising campaigns and other Foundation initiatives. Here are some position highlights:

- Help ensure our signature events are top-of-mind within the community by coordinating promotional materials, collecting event prizes, helping arrange event day-logistics, and troubleshooting
- Assists with communication activities including helping to coordinate and develop our newsletter, interviewing patients to write stories, and designing ads
- Plays a key role in recruiting, supporting, and coordinating volunteers and participants for the Walk Run for the Health of Our Community. Tracks all volunteer's hours
- Helps prepare invitations and materials for the Annual General Meeting. The first line of contact for the invitees. Tracing and reporting attendance to the Leadership Volunteers and the Executive Director
- Prepares press releases for the event and contacts the media to ensure they are aware of Foundation projects
- Assists with Social Media (Facebook, our Foundation Website, Twitter, etc.)
- Prepares donor recognition for all volunteers, sponsors, teams, and other donors

+ Typical Work Day

Arrive at the office, and check email and voice mail. Chat with your co-workers and then tackle your to-do list which can include social media posts, event logistics, working with volunteers, answering patient questions, calling donor or corporate contacts, and attending meetings.

+ What's Most Important

Qualifications & Competencies:

The following qualifications/competencies are required: outgoing, persistent, energetic with a good sense of humor, superior people skills; ability to interact with anyone, high level of computer competence, including social media, strong verbal and written communication skills and details oriented, creative thinker and team player, and flexible with work schedule, including the occasional evenings and weekend work. Occasional access to a vehicle is considered an asset.

As this is a Skill NS grant-funded position, this is a great opportunity for a grade 12 and postsecondary summer student.

+ Ready to Join Our Team - Apply by April 30th, 2024.

Submit a resume, and cover letter to:

Stacey Chapman, President & CEO: stacey.chapman@nshealth.ca

You can also drop or mail your application to Cobequid Community Health Centre Foundation
2203-40 Freer Lane, Lower Sackville, NS B4C 0A2

Learn more about us on our website: www.cobequidfoundation.ca