



Events & Marketing Assistant, Foundation - 1 position	Posting #: 54233
Foundation	Posting Date: January 02, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: January 15, 2025
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$24.67 - \$30.84 /hour

At no other time in history has health care mattered more to Canadians. At St. Joseph's Health Care London, we have a proud legacy of care across a wide variety of medical disciplines serving all ages and stages of life.

Supporting St. Joseph's mission, the Foundation raises philanthropic funds to advance the very best in care, teaching and research. With a strong focus on performance and best practice, and guided by a skilled Board and leadership team, St. Joseph's offers a positive, collaborative team environment and a competitive compensation program. The Foundation is seeking a positive, creative and innovative Marketing Officer to advance its work to inspire community investment in healthcare excellence at St. Joseph's.

Reporting to the Director, Marketing and Communications, the Events and Marketing Assistant is responsible for providing exceptional event and marketing support to St. Joseph's Health Care Foundation.

As a member of the Marketing and Communications Team, the Events and Marketing Assistant works closely with the Community Engagement and Events Officer to support all pre-event logistical and administrative needs related to event sponsorship, guest registration and engaging with guests to secure guest lists, room and venue bookings, coordination with suppliers and travel and/or accommodation arrangements for speakers.

Attending all Foundation events, they will play an integral key role in the set-up, execution and take down of all events. They will also support any communication, administrative and logistical needs related to annual community events. This could include serving as a Foundation representative with community leaders and event organizers.

They will also serve as key support in the coordination of social media and web content for events and post content as is needed.

Supporting the marketing and communication needs of the Foundation, the Events and Marketing Assistant will work closely with all other members of the team and also support social media activities including booking weekly meetings, managing schedule and coordinating posts. They will assist with the maintenance of the Foundation website, support mailings and the email marketing materials, and scheduling and distribution of donor emails as needed. They will manage mass mailings, support personalization of materials, and coordinate administrative volunteers.

They will also support the team's project management system by ensuring it is up to date and play a key role in the bi-weekly production meetings.

The Events and Marketing assistant works collaboratively across all teams within the Foundation to support its mission to inspire community investment in healthcare excellence at St. Joseph's. This includes supporting overall administrative needs within the Foundation such as reception coverage, mass mailings, and contributing to major projects.

Essential Qualifications

- Post-secondary Diploma in Marketing or Events
- 1-3-years administrative experience in a related area such as events, fundraising, marketing or communications.

- Very strong technical abilities, with a knack for managing registrations systems, project management systems, and experience managing social platforms.
- Experience working with CMS platforms.
- Advanced skill in software such as, Word, Excel and PowerPoint.
- Experience working with Adobe Creative Suite, Canva and Envato.
- Extremely well organized and able to manage several projects at one time.
- Strong project management skills.
- Ability to deal sensitively and professionally with Foundation donors, volunteers and patients.
- Respect for the role of volunteers in the work of the Foundation.
- Ability to apply critical conversations skills within the work environment.
- Adherence to all Foundation' Policies and the AFP's Code of Ethical Conduct and Standards of Practice.
- Ability to proactively source information and problem-solve.
- Ability to professionally interact with internal stakeholders in support of the work of development professionals.
- Superior communication and organizational skills.
- Ability to produce high quality work in a consistent and accurate manner.
- Ability to take direction from multiple leaders.

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*