

## Excluded Job Description

Position Title: Special Events Support    Date: April 2018

Supervisor's Title: Fund Development Manager or delegate  
Revised:

Location      Prince George, BC

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### **SUMMARY OF THE ROLE RESPONSIBILITIES**

To support the Prince George Hospice Dream Home and 50/50 Lottery, fund-raising events. Provide support for promoting the lottery through social media and other marketing. Seeking a highly motivated individual, multi-tasking, excellent communication skills, public relations, and attention to detail, computer skills and team building.

Responsible to support fund raising events for the Prince George Hospice Society.

The Special Events Support reports directly to the Fund Development Manager of the Prince George Hospice Society.

### **KEY AREAS OF RESPONSIBILITY**

#### **Fundraising**

- Incumbent will perform all duties according to policy, mission, and values of the society
- Plan and coordinate fundraising initiatives and events
  - Responsible for Managing Annual House and 50/50 Lottery – including coordination and support of lottery personnel
  - Third Party Initiatives
- Plan and support a social media marketing strategy
- Attend and promote fundraising and public awareness throughout the community
- Participate in the development and managing of fundraising activities
- Event Planning

## **QUALIFICATIONS:**

- Relevant post-secondary education in a related field
- Excellent oral and written communications and team work skills
- Ability to work independently and as part of a team, balancing multiple demands
- Must be 19 years of age or older
- Valid drivers license/reliable vehicle
- Ability to manage time and diverse activities under deadline which deliver quality results
- Competent in Word, Excel, and PowerPoint
- Marketing through social media
- Open availability able to work weekends and evenings