



JOB POSTING: Algoma Residential Community Hospice

Position Description:

Community Engagement Coordinator (1-year Temporary Full-Time)

Career Opportunity – Community Engagement Coordinator

ARCH Hospice is seeking a Temporary Full-Time Community Engagement Coordinator.

General Accountability

This position encompasses building, maintaining and expanding relationships and revenue streams to meet community relations and financial goals. In this role you will collaborate with the Fund Development Team working on events, marketing, social media and communications. Excellent customer service skills, photography, and videography are an asset to this role.

Requirements of the Position

- Bachelor's degree or diploma in marketing, business or communications.
- Strong organization skills.
- Ability to prioritize and complete multiple tasks simultaneously.
- Tact and discretion in dealing with and handling confidential information.
- Ability to recruit, retain and delegate tasks to volunteers on fundraising committees.
- Excellent interpersonal and dispute resolution skills.
- Demonstrated commitment to Algoma Residential Community Hospice (ARCH) values.
- Confidence and enthusiasm.
- Ability to work independently and as part of a team.
- Excellent communication skills.
- Strong initiative and strategic focus.
- Understanding of and commitment to ARCH's mission, vision and values.
- Ability to work a flexible work schedule (i.e. evenings, weekends), as required for fundraising and community relations events.
- Ability to work well under pressure and use good judgment in assessing difficult situations.



- Working knowledge of Microsoft (MS) Office software.
- Valid driver's license and a vehicle.
- Knowledge of marketing/public relations
- Public speaking/relations

Duties and Responsibilities

The successful candidate requires strong interpersonal skills, good communication and leadership skills and the ability to work well with all kinds of people.

1. Ability to interact with people in a pleasant, professional, responsible and reassuring manner.
2. Strong coping skills, self-awareness and commitment to personal well-being.
3. Commitment to life-long learning by participating in ongoing education, self-reflective practice and maintaining a strong commitment to professional practice and personal growth.
4. Strong organizational and prioritization skills.
5. Ability to work collaboratively and as part of a team.
6. Ability to both give and take direction.
7. Highly developed problem solving and conflict management skills.
8. Develops marketing plans, coordinates and expands fundraising activities to meet Hospice goals and obligations, adhering to applicable regulations.
9. Develops annual work plans and strategies for current fundraising activities and future fundraising goals, building on evaluation results from previous fundraising activities.
10. Assists with the Corporate Communications Plan and branding strategies for ARCH Hospice.
11. Strong videography and photography skills.
12. Develops Partnership and Donor engagement, relations and recognition strategies to increase ongoing support for Hospice services.
13. Recruits, develops and delegates tasks to fundraising volunteers who serve on fundraising committees for ARCH.
14. Develops media releases to raise awareness of ARCH events and fundraising activities.
15. Develops and maintains strong relationships with individuals and businesses.
16. Prepares announcements, news releases and advertising for upcoming events.
17. Prepares and creates social media in accordance with ARCH policy.



18. Provides tours of ARCH to prospective residents, families, and public.
19. Updates and creates new forms in accordance with ARCH brand.
20. Assists with the ARCH donor recognition process.

To Apply

Please submit an expression of interest and resume to Julie Premo, Manager of Operations at premoj@archhospice.ca by Friday, June 28, 2024.

ARCH is an equal opportunity employer able to provide accommodations for diverse needs throughout the recruitment process.