

JOB DESCRIPTION: Administration & Events Coordinator
Temporary, Part-time Employment (25 hours/week)
Estimated 12 Months in Duration

The KBRH Health Foundation is seeking an Administration & Events Coordinator (AEC) who is committed to providing exceptional customer service to our valued donors, community partners and stakeholders. As an integral member of the KBRH Health Foundation team, the AEC will be primarily responsible for supporting:

- the Executive Director and Board of Directors
- the coordination and implementation of Foundation and third-party events
- grant administration, prospecting and writing
- data base management, technology advancements and office administration

The AEC plays an important, hands-on role in the day-to-day operations that support the fundraising and administrative activities of the KBRH Health Foundation. Success in this position requires critical thinking, accuracy, efficiency, ability to learn both independently and collaboratively, and ability to multitask and remain organized.

Key to the success of this position is the ability to build relationships, prioritize donor engagement, work within a multifaceted system and think critically to meet strategic goals.

The Foundation strives to adhere to its organizational values of integrity, respect, confidentiality and accountability. All Foundation team members are expected to understand and include the values into their daily work.

This position is part time, 25 hours/week and for 12 months pending conclusion of a maternity leave. Evaluation of position continuity will occur at that time. Flexibility with respect to days and hours worked is required to meet the needs of Board and Committee Meetings as well as events. The successful applicant must be willing to reside within the Kootenay Boundary Service Area and attend work in Trail, BC at the KBRH Health Foundation office. Some off-site work will be required to support events. This position offers a competitive compensation package. Salary band: \$28.72-\$38.86 per hour.

The successful candidate must be a highly self-motivated, professional and mature individual who is able to work both independently and as a team member to further the goals of the Foundation.

Detailed information about this employment opportunity is available on the Foundation's website www.kbrhhealthfoundation.ca/careers.

Interested applicants are welcome to submit a cover letter and resume to KBHFoundationAdmin@interiorhealth.ca. Applications will be evaluated as received and the posting will remain open until the role is filled. Only applicants who are shortlisted will be contacted.