

Hospice Calgary has been guiding children, teens, and adults through the grieving process as they face advanced illness and death of a loved one for over 30 years. Our team of professionals provide individual, family and group support as well as 24-hour end-of-life care. We promise to have the difficult conversations about death, dying, and grief while hearing everyone's unique story and responding with compassion.

Our Workplace

Hospice Calgary believes people are the key to what we do. Each person is seen, welcomed, and recognized for who they are so that they can be their best selves.

Our Mission

To help families and individuals achieve support, hope, and well-being through compassionate end-of-life and bereavement care.

Applications will be accepted until suitable candidates are found. Only qualified applicants will be contacted.

Submit resume and cover letter with attention to Fiona McColl, Executive Director at [hiring@hospicecalgary.ca](mailto: hiring@hospicecalgary.ca)



Join Our Team!

Events Coordinator
0.8 FTE, Permanent

Position Summary:

Plans, organizes, and manages Hospice Calgary's two signature events (Sage Soiree and Hike for Hospice Calgary) and provides leadership to third party event hosts. Demonstrating knowledge of Hospice Calgary's mission and services, the Event Coordinator works to establish new community connections and nurtures event participants, volunteers, sponsors and donors through support and recognition.

The Ideal Candidate:

Is Passionate About Making a Difference in the Lives of Others

The ideal candidate has a strong desire to work for a charitable organization that puts client needs at the centre of all its activities. The candidate is motivated to help people of all ages who are living with illness or grief.

Is an Experienced Event Coordinator – With a minimum of 2 years' experience in event management the ideal candidate loves multi-tasking, working with volunteers, and continually seeks out new partnership opportunities.

Is a Collaborator – An exceptional communicator and people person, the ideal candidate works collaboratively with diverse groups of people and excels at staying organized while managing changing priorities.

Qualifications & Competencies:

- Diploma or degree in event management, fund development, or equivalent preferred.
- Minimum of 2 years' experience in event planning.
- Possesses strong project management and time management skills, able to handle multiple tasks.
- Outstanding written, verbal, listening, and presentation skills.
- Experience working with a donor CRM (ex/ Raiser's Edge)
- Ability to work flexible hours including evenings and/or weekends as required for events.
- Must have valid Alberta driver's license and own car for transportation.
- Ability to meet the physical demands of the job (lifting 25 pounds, standing, driving).

For Complete Job Description and Qualifications:

View the full job description at <https://www.hospicecalgary.ca/careers>

WE VALUE AND EMBRACE:
COMPASSION · DIGNITY · EMPATHY
EQUALITY · ETHICAL PRACTICE
FAMILY-CENTRED CARE
HIGH QUALITY SERVICE · INCLUSIVENESS
INTEGRITY · RESPECTFULNESS