

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 Melissa Watamanuk, Director of Marketing and Development at hiring@hospicecalgary.ca



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

Join Our Team!

Marketing and Development Assistant – **New Position**
1.0 FTE, Permanent

Position Summary:

We've created this new position that plays an important role in assisting our Fund Development and Marketing Team! The position will handle the administrative aspects of fundraising and marketing for Hospice Calgary.

The Ideal Candidate:

Is Energized by Working to Raise Awareness and Funding for Services that Make a Difference in People's Lives... You love working in a non-profit environment interacting with team members and community stakeholders talking about the work Hospice Calgary does.

Is an Experienced Administrator... You have a minimum of 2 years' experience in an administrative role. You understand how your role is critical to the overall success of the team.

Is Highly Organized... You are able to multi-task, and are dedicated to a high level of professionalism. You also are someone with exceptional communication skills and comfort switching quickly between tasks as priorities shift.

Qualifications & Competencies:

- 2+ years' experience in an administrative role
- Post-secondary diploma or degree in related or relevant program
- Strong interpersonal skills and demonstrated ability to work well in teams
- High level research, analysis, writing, and presentation skills
- Prior experience using a donor CRM, preferably Raiser's Edge or Raiser's Edge NXT considered an asset
- Outstanding oral and written communication skills; advanced skills in Microsoft Office

For Complete Job Description and Qualifications:

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