

Hospice Calgary has been guiding children, teens, and adults through the grieving process as they face advanced illness and death of someone in their life 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 people find hope and well-being through the provision of compassionate support and exceptional care during advanced illness, end of life, and grief.

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

Submit resume and cover letter with attention to **Kelsey Murdoch, Director, Marketing & Fund Development.**



WE VALUE AND EMBRACE:
COMPASSION • DIGNITY • EMPATHY
ETHICAL PRACTICE • INCLUSIVENESS
FAMILY-CENTRED CARE • RESPECT
EXCELLENCE • INTEGRITY • EQUITY
AUTHENTICITY • RESPONSIVENESS

Join Our Dynamic Fundraising & Marketing Team!

Marketing & Fund Development Assistant

1.0 FTE, Permanent Full Time

What You'll Do:

You are an enthusiastic contributor and essential member of the team. You will come into the office with a willingness to support the team on a variety of administrative duties, donor database related tasks, and marketing support.

You are data and details enthusiast. You will use your administrative skills to support process improvements and look for ways to increase efficiencies using existing software. You will learn how to generate and maintain lists to contribute to successful fundraising campaigns, events, and general communications.

You will provide lunch-hour front reception coverage 1-2 times a week, and some vacation coverage as required.

Your Team:

Reporting to the Director of Marketing & Fund Development, you can expect a supportive collaborator who meets with you weekly to review your goals so you can feel confident that you're working towards Hospice Calgary's mission.

You will be joining a high-performing team that has a lot of fun collaborating on projects, supporting each other, and working hard to get things done!

You Are:

Passionate about making a difference in the lives of others – you aren't afraid to talk about the hard stuff and are motivated to help people living with illness or grief.

An enthusiastic administrative professional – you are eager to assist the team with administrative tasks, marketing, and supporting excellent donor experiences.

A collaborator – You are a team player that works well with a consensus model for decision making and have an appetite for ongoing learning.

Minimum Qualifications & Competencies:

- Post-secondary diploma or degree in related or relevant program
- 1-2 years' related experience in an administrative role
- Advanced skills in Microsoft Office
- Experience with donor CRM (Raiser's Edge) database is asset
- Exceptional oral and written communication skills
- Strong interpersonal skills and demonstrated ability to work well in teams
- Knowledge of Hospice and Palliative Care Services is an asset

For Complete Details, view the full job description at <https://www.hospicecalgary.ca/careers>