Children's Grief Centre | Osten-Victor Living with Advanced Illness Centre | Rosedale Hospice

Hospice Calgary

Hospice Calgary is a non-profit organization serving the Calgary community for almost 40 years.

Through our three centres of care, we support children, teens, and adults through the grieving process as they face advanced illness or the death of someone in their life. We promise to have the difficult conversations about death, dying, and grief while honouring each unique experience of grief.

Our Mission, Vision, and Values

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.

Vision: People of all ages can live well in their unique experience through illness, death, and grief.

Values: Authenticity • Compassion • Dignity • Empathy • Equity • Ethical Practice • Excellence • Family-Centred Care • Inclusiveness • Integrity • Respect • Responsiveness

What We Offer

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.

- Working within a dynamic, collaborative, and fun-spirited team
- A supervisor who will set annual goals and meet with you for regular check-ins
- Vacation, sick, and wellness benefits
- Annual professional development
- RRSP matching program.
- Extended health benefits.

Submit cover letter and resume with attention to Kelsey Murdoch, Director of Marketing and Fund Development hiring@hospicecalgary.ca

Only qualified applicants will be contacted.

JOIN OUR TEAM!

Hospice Calgary is seeking a passionate, and highly organized Events & Sponsorship Coordinator to join our Fund Development & Marketing team in a full-time, indefinite term role. Working closely with the team, you'll be responsible for ensuring Hospice Calgary's signature events are both fun and successful.

This is an opportunity to contribute to compassionate care, grief support, and end-of-life services that make a meaningful difference for individuals and families across our community through executing successful fundraising events and initiatives.

As part of a collaborative team, you'll take a donor-centric approach to growing Hospice Calgary's signature events and third-party fundraising initiatives. In this role, you will lead fundraising events aligned with Hospice Calgary's mission.

THE IDEAL CANDIDATE IS:

- **An enthusiastic, experienced event coordinator –** no detail is too small, no challenge is too big; you thrive in the organized chaos of events.
- **Growth-oriented –** you enjoy the art of making events bigger and better and look for new opportunities to improve on existing successful events.
- **Passionately detailed –** you see the entire forest while tracking every tree, effortlessly blending big-picture vision, granular execution, and a calm, poised demeanour.
- **A problem-solver –** you can solve problems and manage changes in dynamic situations.

REQUIRED QUALIFICATIONS & COMPETENCIES

- Degree, diploma or certificate in event management, fund development, or equivalent experience.
- 2+ years' experience in event planning.
- Strong organizational and project management skills
- Raiser's Edge NXT or similar CRM experience + peer-to-peer software.
- Leveraging your exceptional interpersonal skills, you have a proven ability to work with large and diverse groups.
- Adaptable to shifting priorities.