



Abbotsford Hospice
& Grief Support Society

Summer Student – Event Coordinator

Abbotsford Hospice & Grief Support Society

Who We Are

Abbotsford Hospice & Grief Support Society supports children, youth, adults, and families as they cope with grief, death, and dying. We provide free bereavement and palliative support through programs, groups, memorial events, and community education. This past fiscal year we impacted over 31,000 individuals and families in the community through our programs and services.

The Opportunity

We are hiring a **Summer Student – Event Coordinator** to support two of our major summer fundraising events: **AHGSS Golf Classic** and **Horsepower for Hospice**. Along with assisting at the 2nd Annual Scholarship Awards Ceremony.

This role is ideal for a student who enjoys **planning, communication, and hands-on work**, and wants practical experience in event coordination, fundraising, and community engagement within a nonprofit organization.

You'll work closely with staff and volunteers in a fast-paced, collaborative environment and play an important role in delivering successful community events.

Position Details

- Wage: \$20 per hour
- Term: Full-time, temporary 8 week summer position
- Location: In-office, Abbotsford

What You'll Do

- Assist with event planning, preparation, and logistics
- Contact sponsors and maintain ongoing communications
- Make outreach calls to potential sponsors and participants
- Help collect, organize, and track auction and fundraising items
- Support event budgets and timelines
- Assist with set-up, coordination, and support on event days



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What You'll Gain

- Hands-on experience in event coordination and fundraising
- Real-world communication and outreach skills
- Experience working with sponsors, donors, and volunteers
- Insight into nonprofit operations and community engagement
- Mentorship and teamwork in a supportive environment

Qualifications Required

- Between **15 and 30 years of age** at the start of employment
- Eligible to work in Canada
- Strong organizational and communication skills
- Comfortable speaking with people and building relationships
- Ability to manage multiple tasks and meet deadlines

Assets

- Previous event, fundraising, or customer service experience
- Interest in marketing, communications, or nonprofit work
- Ability to work a few evenings and/or weekends during the busy event season

Work Environment

- Full-time, 8-week summer position
- Combination of in-office work and on-site event support in Abbotsford
- Collaborative and supportive team environment

How to Apply

Please send your **resume** to:

hr@abbotsfordhospice.org