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Event Co-ordinator

Job Summary:

The Candidate will be working along side the Development Officer - working towards one of our signature events – our Annual Golf Tournament. This would entail calling sponsors/ potential silent auction businesses and arrange pick up items, inputting into the online website, event prep as well as event day of logistics. Lifting up to 40lbs may be required. Personal Vehicle is required.

The Successful Candidate will:

- Enjoy connecting with community people and motivating them to engage with our charity
- Have great communication and teambuilding skills, comfortable in presentations and willing to work with a diverse workforce
- Have a strong drive to set and accomplish goals, and establish personal and program priorities with minimal direction
- Enjoy and deliver excellent customer service and be a problem-solver
- Ability to cultivate and steward community partnerships and relationships
- Ability to work a flexible schedule and to travel throughout the community