



Communication Specialist

The Comox Valley Healthcare Foundation, through funding from Service Canada's Summer Job program, has an exciting opportunity for a Communications Specialist to join the team! Working with a collaborative, supportive and dynamic team, this role will be part of the Foundation's work to expand and support healthcare in our community by supporting communications with donors, our broader community and internally with healthcare providers.

The Communications Specialist will report to the Executive Director and receive ongoing support and direction throughout the contract. You will be joining a small and mighty team, and the role is structured to engage with each team member as an opportunity to better understand the diverse roles and skills sets that are part of the charitable sector.

Duties:

Social media content: with support and direction from our Community Engagement Manager, the role will map relationships from social media to our relationship management database. Working with our annual communications plan that identifies themes/key priorities, they will (with support and direction) craft compelling social media content, including the use of video, to be scheduled for release throughout the upcoming year. They will also assist with reviewing social media platforms and making recommendations on additional platforms to consider utilizing as well as best practices in video creation for social media.

Communications Data: with support and direction from our Gift & Donor Relations Coordinator, the role will seek out key relationship information that remains in paper and electronic files. Jointly develop a plan for determining key information and how to migrate that data effectively into our relationship management database to inform future communications. At the same time, digitizing historical paper files to support the overall office shift to electronic based storage. There is also the opportunity to learn donation processing management. This role will receive training on the database for both practical use, but also insight into the utility of this type of data management to inform effective, segmented communications that can be reviewed and analyzed. The role will also be introduced to accounts payable and receivable functions, electronic payments and deposit processing.

Working with our Strategic Initiatives Director, this role will conduct research and document this information in our systems to support current and future communications/relationship building.

With support from our Partnerships and Collaboration Director, this role will attend community-networking events to develop essential networking skills in a supported



environment that will build confidence and effectiveness in this aspect of communications. They will also attend presentations to groups such as service clubs and support the creation of presentation content for both internal and external audiences to hone presentation knowledge for career development.

This role, with support from the Executive Director, will also attend a Board meeting and be provided in advance with an understanding of Board Governance as a key element of the charitable sector's function. Exploring the importance of well-organized meetings, agendas and minutes.

Our Annual Golf Classic takes place in June and this role will be involved in various activities leading up to the event and during the day – which may include welcoming participants, helping to host sponsors, preparing the silent and live auction materials.

This role will work on-site in our office, located at the Comox Valley Hospital.

They will be involved in interacting with donors, community members and healthcare professionals by phone, email and in person.

All of our work is based on a deep commitment to ethics and accountability. Ensuring we build trust in effectively managing donations entrusted to us and for their highest impact in supporting healthcare in our community. Through projects and discussions, this role will be exposed to how ethics underlay all projects and our commitment to fostering genuine, strategic relationships.

Skills and Knowledge:

- Interest in further developing interpersonal skills and relationship building
- Strong attention to detail understanding accuracy is critical to fostering and supporting the entire team's ability to build strong relationships
- Enjoyment of being part of a collaborative, motivated team
- Communication skills that include an interest in social media, writing for print and digital

This role is a 30-hour per week/ 9-week contract, with the potential to become an ongoing permanent 21 hour per week role to continue to support gift and donor relationships, administrative operations and communications. \$18 - \$24 hour based on the experience of the candidate.

Please email applications to info@cvhealthcarefoundation.com

Deadline for applying is May 26, 2023, but applications will be reviewed as received with a start date as soon as possible for the successful candidate.