



Community Care Northumberland is a non-profit, multi- service, volunteer based community support organization serving the residents of Northumberland County.

Join our team for the Northumberland Hospice Care Centre Campaign

Community Care Northumberland is the lead provider of hospice care services in the Northumberland County. In 2017 with the support of the Central East Local Health Integration Network (LHIN), Community Care Northumberland launched a \$7 million-dollar capital campaign to build a new hospice care centre incorporating six hospice beds and current hospice community programming. The Centre will be located in Hamilton Township.

We are currently seeking applications for:

Campaign Associate - 21 hours per week with the future possibility of full-time

Working in partnership with the Project Lead, Campaign Director and volunteer Campaign Team this position will support the capital campaign for the new Northumberland Hospice Care Centre.

The Campaign Associate will:

- Assist with the coordination of meetings, agendas, speaking engagements and events
- Preparations of minutes and materials for meetings
- Data base management
- Manage and create marketing and communications tools to assist with raising awareness for the capital campaign
- Assist with special events aiding with recruitment and coordination of volunteers
- Assist when required in cultivating and maintaining relationships with organizations, community partners, stakeholders and donors
- Assist with public relations and communications including the development of press releases, newsletter, digital communications, social media and website updates

Key Competencies

- Post -secondary degree or equivalent in Communications/Fundraising /Marketing with a minimum of 2 years experience
- Experience working in a not-for-profit environment is an asset
- A team player with experience in a small team environment
- Excellent interpersonal communication skills both written and oral
- Excellent organization, time management and problem solving skills
- Excellent computer proficiency (Microsoft Office, Adobe Creative Suite, data base management)
- Criminal record check with a vulnerable sector screening is required
- Valid driver's license and ability to travel Northumberland County for meetings.

Interested candidates should submit their resume and covering letter by 4:30 pm on Friday, February 9th, 2018 to:

Sherry Gibson
Project Lead
s.gibson@commcare.ca

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request of applicant.