



## Foundation Assistant (Student) Youth Employment Opportunity (Temporary Full-time Summer Employment)

Reporting to the Executive Director and Senior Charitable Giving Advisor of the Campbellford Memorial Hospital (CMH) Foundation, the Foundation Assistant (FA) will be part of the Foundation Team working to advance the fundraising, communications, grant applications and projects of the CMH Foundation, including our current Capital Campaign, Monthly Giving Initiative, Major Gift Program and event execution. The FA will also assist in developing marketing materials, including posters, Social Media postings, in-hospital video screen postings, on-line video marketing and more. They will also do private foundation grant applications; assist with the planning and execution of Foundation events, as well as other day-to-day activities of the CMH Foundation Office.

### RESPONSIBILITIES:

- Fundraising assistance for Foundation projects as they are identified
- Assist with the planning, coordination and promotion of Foundation events
- Assist the Foundation in coordinating public relation efforts, including posters, Facebook and Instagram, in-hospital video screen postings and more.
- Provide administrative support to a variety of Foundation programs
- General office administration in the Foundation including telephone reception and filing

This position is made available through the generous support of the Community Foundation of Campbellford/Seymour and Northumberland and its "Job Opportunity for Youth Program" in the Not-for profit sector", and the Canada Summer Jobs Program, which combined, specifies the following eligibility criteria:

### ELIGIBILITY:

In order to be eligible to apply under this grant, those interested must be:

- Enrolled in a post-secondary institution for this year and plan to return to school in September.
- Between the ages of 16 and 24
- Must not have been employed in previous years in a position funded through the Community Foundation of Campbellford / Seymour and Northumberland's Job Opportunities for Youth Program.
- A resident of Trent Hills and legally entitled to work in Canada.
- Must be a Canadian Citizen, Permanent Resident, Or person whom refugee protection has been conferred under the immigration and refugee protection act;
- Must be legal entitled to work according to the relevant provincial / territorial legislation and regulations.

### QUALIFICATIONS:

- Must have an interest in the Business, marketing, public relations and fundraising
- Posses a passion for philanthropy

### SKILLS:

- Strong communication skills, verbal, written with superior listening skills
- Ability to effectively interact with donors, volunteers, staff and the general public in a professional and courteous manner
- Ability to coordinate work activity, multi-task and meet deadlines
- Administration skills
- Proficiency with M.S. Office Suite
- Ability to use sound judgment and take initiative in a result oriented, team environment
- Intuitive, self-starter; able to quickly learn about the hospital, its current programs and services, the community we serve and future goals

### Compensation:

\$18.00 per hour

### Timing:

This 14-week position is tentatively slated to begin approximately April 28, 2025

Interested candidates are invited to forward a resume quoting competition number **N25-03** to **Human Resources**, Campbellford Memorial Hospital, by **April 11<sup>th</sup>, 2025**.

Email: [careers@cmh.ca](mailto:careers@cmh.ca)

Human Resources Department, Campbellford Memorial Hospital  
146 Oliver Road, Campbellford, ON K0L 1L0  
Fax: (705) 632-2019

We thank all applicants for their interest in Campbellford Memorial Hospital Foundation. *In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal persons, immigrants, members of minority groups, women and persons with disabilities.* Candidates selected for an interview will be contacted.

