



Employment Opportunity
Donor Relations Coordinator – One Year Maternity Leave Position

The Pembroke Regional Hospital Foundation touches the lives of hundreds of people every day from all around Renfrew County. The PRH Foundation is the fundraising arm of the Pembroke Regional Hospital, where we work closely with our community members to support programs and services integral to the advancement of exceptional health care in our region. We are fortunate to partner with such a generous community, who values bringing comprehensive healthcare closer to home.

If you are interested in working in an office where you feel valued and the work is rewarding, the Pembroke Regional Hospital Foundation is the place to be! We are currently searching for a Donor Relations Coordinator for a one year maternity leave position starting in September. This part-time position offers 14-21 hours per week.

Key responsibilities:

- Reports directly to the Executive Director of the PRH Foundation
- Manages Social Media accounts, as well as the Foundation website
- Applies for grants and sponsorships
- Assists with the event planning of our various fundraisers
- Responsible for Public Relations communication
- Updates and develops collateral pieces needed for special events, donor recognition, etc.
- Writes content for various internal and external publications
- Provides additional support in the office, as required

The ideal candidate:

- Has a post-secondary education in communications, public relations or related field
- Has great organizational skills
- Demonstrates initiative and works independently, as well as in a collaborative work environment
- Has exceptional interpersonal and written communication skills
- Is well versed in current social media platforms
- Fundraising and Grant Writing experience is an asset
- Has exceptional computer skills including Microsoft Word, Excel, Publisher and Power Point

Job Contact Application:

Please forward your resume and cover letter by **4pm on July 26th** to:

Frances Lemke, PRHF Board Director

705 Mackay Street, Pembroke, ON K8A 1G8

Fax: 613.732.6360

foundation@prh.email

For more information, visit the Foundation website at www.prhfoundation.com.

Although we appreciate all responses, only those applicants selected for an interview will be contacted.