

Pembroke Regional
Hospital Foundation



Fondation de l'Hôpital
Régional de Pembroke

The Pembroke Regional Hospital Foundation supports programs and services integral to the advancement of health care in our region. The Foundation is currently inviting applications for the following position:

Donor Relations Coordinator

Reporting to the Executive Director, the Donor Relations Coordinator is responsible for public relation initiatives that generate interest, awareness and funding to advance local health care services at the Pembroke Regional Hospital. This part-time position offers 14-21 hours per week and will be reviewed annually.

A post-secondary education in communications, public relations or related field, exceptional computer skills including Microsoft Word, Excel, Publisher and Power Point are required and a working knowledge of fundraising software is preferred. The successful candidate will have exceptional interpersonal and written communication skills, and be well versed in current social media platforms. Fundraising and Grant Writing experience is an asset.

Interested applicants should submit resume and covering letter by **4pm, July 28, 2016** to:

Frances Lemke, PRHF Board Secretary
Pembroke Regional Hospital Foundation
705 MacKay St.
Pembroke, Ontario K8A 1G8
Fax: 613-732-6360 or email foundation@pemreghos.org

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.