

The West Elgin Community Health Centre is currently seeking a:

JOIN OUR TEAM

Event Coordinator Summer Employment

(up to 8 weeks
35 hours a week)



The Event Coordinator will support the Communications Committee and the 25th Anniversary Planning Committee in the planning and execution of the Health Centre's 25th anniversary celebrations.

ABOUT US:

The West Elgin Community Health Centre is part of a strong network of community health centres across the province. Together we commit to providing health and social services that are accountable, accessible, efficient and governed by the community.

Our team provides primary health care, illness prevention and health promotion services, as well as a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We believe that housing, education, food and the environment all play a role in health and well-being. We also believe that language, literacy and poverty should not get in the way of receiving great care. At the West Elgin Community Health Centre, EVERY ONE MATTERS.

www.wechc.on.ca



West Elgin
Community
Health Centre

QUALIFICATIONS:

- Collaboration and Communication - professional working relationships and partnerships with clients, peers and external stakeholders.
- Excellent written and verbal communications skills.
- Experience with Social Media / Public Relations - Twitter, Facebook, Instagram, and LinkedIn.
- Print materials, writing and editing assignments, media relations, marketing and advertising experience.
- Exposure to community event planning.
- Preference given to candidates with education, or currently pursuing education in, the communications, marketing or event planning field.

PRIMARY RESPONSIBILITIES:

- Lead the planning and execution of the Health Centre's 25th anniversary celebrations.
- Organizing the facility, decor, food, entertainment, transportation, guest lists, and community partners.
- Promotion / media for the event.
- Ensure compliance with legal, insurance, health and safety obligations.
- Organize volunteers and staff for the event.
- Work within defined budget.
- Event evaluation pre and post event.

\$16.00 / Hour

APPLY TODAY!

Applications accepted until **May 22, 2019 at noon**
Candidates invited to interview will be contacted

Send Resume by mail or e-mail to:
Debra Auterhoff, Human Resources Officer/EA
DAuterhoff@wechc.on.ca
West Elgin Community Health Centre
153 Main Street, West Lorne, ON N0L 2P0

Every
One
Matters.

The Centre is an equal opportunity employer and all applicants are welcome. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.