



Riverside Foundation for Health Care
Assistant Event & Marketing Paid Internship
(1 year contract opportunity)

The Assistant Event & Marketing Intern, reporting directly to the Director of Riverside Foundation for Health Care (RFHC) will be actively involved in multiple functions for RFHC including aiding in the planning and implementation of special events, marketing and communications, donor retention and recognition, as well as providing effective day-to-day support for the Foundation.

RESPONSIBILITIES:

- 1) Assists in organizing and implementing events related to the Foundation.
- 2) Builds a stronger web-presence in community.
- 3) Works with the Director to create modern and interesting marketing materials for the Foundation.
- 4) Provides efficient and effective day to day support for the Foundation.
- 5) Carries out work assignments safely and is knowledgeable of and in compliance with relevant regulations, policies and procedures (ie. Occupational Health and Safety Act).
- 6) Performs other such duties or responsibilities that may be delegated by the RFHC Director and RFHC's Board of Directors.

QUALIFICATIONS:

Riverside Foundation for Health Care is looking for an enthusiastic and self-motivated individual with the following:

- University or College graduate who has graduated, within the last 3 years of a post-secondary degree or diploma program in Marketing, Communications or Event planning. Graduates in related fields will also be considered. (required)
- This position must be the first full-time employment for the candidate in their field of study. (required)
- Working knowledge of Word, Publisher, and Excel.
- Knowledge of privacy and confidentiality requirements.
- Effective written and oral communication and interpersonal skills.
- Excellent prioritization and time management skills.
- Demonstrated organizational skills.
- Ability to exercise good judgment, show initiative and be proactive.
- Ability to work in a team and independently.
- Ability to interact with individuals from various backgrounds, both within and outside of the organization. Experience working with volunteers is an asset.
- Dependable and highly competent.
- Physically capable of performing the essential duties of the job.

Interested individuals are invited to apply by January 27, 2017 with resume and cover letter by:

Email to: Human.Resources@rhcf.on.ca; **Fax to:** 807-274-2898 Attention: Human Resources;

Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

For further information please go to our website at www.riversidehealthcare.ca. We thank all interested applicants, however, only those selected for an interview will be contacted.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



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