

**Cornwall Community Hospital Foundation  
Fondation de l'Hôpital communautaire de Cornwall**

**Job Opportunity**  
(Non-Union)

**JOB TITLE:** Development Assistant (**Full-Time**)

The Cornwall Community Hospital Foundation is seeking a Development Assistant to support the team as it engages organizations, partners and private donors to raise charitable funds for the purchase of equipment and clinical spaces that enhance and save lives.

**DUTIES:** Provides direct support for Foundation staff with day-to-day activities, internal and external special events, donor engagement, public interaction, research and administrative tasks.

**QUALIFICATIONS:**

**Requirements:**

- Experience planning and supporting event activities
- Supplier research and management
- Experience working with the public
- Proficiency with Microsoft office applications (Word, Excel and Powerpoint),
- Experience with Internet research and Facebook page management
- Working knowledge of Photoshop and Wordpress
- Ability to work independently and manage multiple and changing priorities
- Excellent interpersonal, time management and organizational skills with a high degree of confidentiality, discretion, attention to detail and accuracy
- Excellent oral and written communication skills
- Proficiency in English (oral and written)
  - Proficiency in French is considered an asset
- Positive attitude, team player

**SALARY:** \$30,000 - \$35,000 per annum

**HOURS:** Foundation office hours are 8 a.m. – 4 p.m., Monday to Friday. Due to special event support, some evening or weekend hours are required a few times a year.

To apply for this position, or if you have any questions about it, please submit your resume by end of day Friday, July 14, 2017 to:

Karen Heuer  
840 McConnell Avenue  
Cornwall, ON K6H 5S5  
Tel: 938-4240 ext. 4246 Fax: 938-4073  
Email: [karen.heuer@cornwallhospital.ca](mailto:karen.heuer@cornwallhospital.ca)

**We thank all candidates for applying; however only those candidates selected for an interview will be contacted.**