



SASKATCHEWAN HOSPICE PALLIATIVE CARE ASSOCIATION

Administrative and Development Coordinator

The Saskatchewan Hospice Palliative Care Association (SHPCA) is seeking a dynamic and passionate individual with administrative experience and an interest in palliative care for the contract position of **Administrative and Development Coordinator**.

Reporting to the Board of Directors via the Chair and located in Regina, the Coordinator will be responsible for supporting the Board of Directors in the discharge of their duties by assisting with administrative and development tasks.

About SHPCA

SHPCA is a non-profit organization in Saskatchewan whose mission is to advocate for hospice palliative care, including bereavement, through networking, education and research throughout Saskatchewan.

Areas of Responsibility

General Administration

- Completing administrative tasks such as managing mail, memberships, and meeting logistics
- Membership and donor administration including data entry, receiving funds, and working with the Treasurer on membership fund deposits
- Assisting with Board and Director administration such as policy and procedure development, record keeping, and note-taking
- Attending all regularly scheduled Board of Directors meetings and may be required to record and distribute minutes
- Take an active role in strategic planning and operational planning with the Board

Fund Development and Marketing

- Work with and facilitate SHPCA committee meetings
- Coordinate event logistics, social media posts, and other marketing tasks
- Engage with sponsors, service providers, and volunteers in the planning of conferences, Death Cafés and other events
- Actively promote SHPCA through personal network and be an ambassador for the organization
- Take the lead on writing grants, seeking out funds, and reporting on projects

The Candidate

We're looking for a passionate individual with an interest in hospice palliative care who has completed at least some post-secondary education and can assist the Board in meaningful ways to accomplish the Association's mission.

Proficiency in administrative procedures, social media, and fundraising are definite assets. A willingness to learn, a strong ability to communicate, and experience working with not-for-profit organizations are key to success in this role.



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Working Conditions

The position of Coordinator is a part-time contract position with approximately 10 hours of weekly work, with periods of increased work dependent on Board meetings, events, and other duties that may arise from time to time.

Work hours are flexible, and the Coordinator can work remotely. The successful applicant's employment will be dependent on the completion of a criminal record check.

Start Date

The start date will be negotiated with the successful candidate and could be as early as April 1, 2021.

Compensation

The compensation will be negotiated with the successful candidate.

Application

To apply, please send your resume and cover letter in PDF format to cameron.choquette@usask.ca. Please describe your experience in administration and fundraising in your cover letter.

The SHPCA wishes to thank all individuals for their interest, however only those candidates selected for an interview will be contacted. All submissions will receive a confirmation receipt.