



Contract Position
Special Events Organizer
Vernon Jubilee Hospital Foundation

Vernon Jubilee Hospital Foundation has a mandate of supporting the fundraising needs for Interior Health in the North Okanagan Health Service Area. Annually the Foundation raises funds to support the purchase of medical equipment, furnishings, and other supports.

This contract is to organize defined special events. The service provider must have superior organizational skills, excellent communication skills and the ability to work in a fast paced environment. The provider will work with volunteers and community members in the development and implementation of specific events.

The Service Provider will ensure the timely, efficient operation of each event and be responsible for all aspects of event organization (i.e. correspondence, budgeting, public relations, logistics, volunteer recruitment, final reporting, etc.). He or she will attend and participate in committee meetings related to particular events, as well, liaise with committee members and organization staff to ensure timely completion of tasks.

This contract will end by June 30, 2009.

To apply, forward a resume with references and covering letter outlining compensation expectation:

E-mail: info@vjhfoundation.org
Fax to: 250-558-4133
Mail or drop off: 2101 32nd St, Vernon V1T 5L2

Deadline: January 7, 2009 at 4 P.M.