



Hôpital général juif
Jewish General Hospital
Fondation | Foundation

**RÉALISER DES
MERVEILLES
VOUS AVEZ
CE DON.
WORKING
WONDERS.
YOU HAVE
THAT POWER.**

ADMINISTRATIVE COORDINATOR, EVENTS AND COMMUNITY ENGAGEMENT

Since 1969, the Jewish General Hospital Foundation has been a vital source of support for the JGH – Quebec’s number #1 hospital* – to enhance its extraordinary patient care, to further scientific discovery and to transform healthcare delivery through innovation. We partner with inspired members of the community to implement a wide variety of fundraising initiatives to achieve these ambitious goals.

As Administrative Coordinator, you will join a vibrant team of professionals and an organization committed to empowering you to take on a pivotal role in this vital ecosystem. Together, we continue to enable awe-inspiring medical breakthroughs and drive the Jewish General Hospital forward – for the betterment of all Quebecers, and beyond. Join us!

JOB DESCRIPTION

Reporting to the Director, Community Engagement, the Administrative Coordinator provides support to the Events and Community Engagement team in a dynamic philanthropic environment in which teamwork, proactivity, autonomy and a strong sense of organization are essential qualities.

The candidate must be able to demonstrate a high level of professionalism and discretion at all times as they will be working with a variety of high-profile individuals.

DUTIES AND RESPONSIBILITIES

- Create, edit, and format materials, correspondence and content related to events including but not limited to letters, event lists, minutes and online donation platforms;
- Organize and convene meetings, ensure the preparation of agendas and minutes, and track progress of action items.
- Input and extract information from the donor database, Raiser’s Edge.
- Create and maintain lists containing data related to events logistics, including the management of donation tracking for events.
- Complete expense reports, track invoicing and payments, liaise with vendors on purchasing and payments.
- Provide support for several events simultaneously and act as a liaison for our Development, as well as for our Marketing & Communications, teams for tasks related to events.
- Nurture productive and collaborative internal and external relationships with suppliers, volunteers, and other stakeholders.
- Intake and coordination of some third-party events.
- Provide comprehensive follow-up and ensures no issues are left outstanding.





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- Able to handle sensitive documents in a confidential and discreet manner.

QUALIFICATIONS AND REQUIREMENTS

- Experience of at least two years in a similar position.
- Excellent verbal and written communication skills in French and English.
- Excellent knowledge of the internet, Microsoft Office suite software.
- Knowledge of Raiser's Edge gift management software is an asset.
- Meticulous documentation and impeccable organizational skills.
- Proven experience with special events.
- Knowledge of philanthropy is an asset.
- Excellent interpersonal skills.
- Facility to work on multiple files at the same time.
- Ability to adapt quickly to changing situations or priorities.
- Punctuality and respect for work schedules.
- Capacity to work independently and effectively with minimal supervision.
- Has a high level of energy, enthusiasm, determination and initiative.

WORKING CONDITIONS

- Full-time, permanent position
- Regular work week is 35 hours/week, but this may vary based on the event schedule and may require some evenings and weekends.
- Flexible (hybrid) work model from office and remote. Must be able to work on site of special events.
- Competitive salary.
- Pension plan.

HOW TO APPLY:

Please send your CV in confidence to celine.bastien@jgh.mcgill.ca. The JGH Foundation is a proud equal opportunities employer and we are committed to creating an inclusive workplace that allows all of our people to reach their full potential. A diverse team with a genuine passion for our cause is the key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply. However, only those applicants selected for an interview will be contacted.

* For the third year in a row, the JGH has been ranked #1 hospital in Quebec and a leading hospital in the world by *Newsweek* magazine

