

**LOOKING TO MAKE A POSITIVE IMPACT IN YOUR COMMUNITY?
JOIN THE DEDICATED & DYNAMIC TEAM AT THE HGH FOUNDATION!**



Do you have exceptional people skills, enjoy working as part of a motivated team, and feel passionate about strengthening healthcare close to home? If so, we would love to hear from you!

PHILANTHROPIC PROJECTS COORDINATOR (BILINGUAL)

12-MONTH MATERNITY LEAVE REPLACEMENT CONTRACT

WHAT YOU WILL BE DOING:

Reporting to the Executive Director of the Hawkesbury and District General Hospital Foundation (HGHF), the Philanthropic Projects Coordinator is responsible for implementing annual fundraising programs at the Foundation. Annual programs include but are not limited to special events, lotteries, direct mail, and third-party community events. The successful candidate will also support the planning and implementation of the Foundation's marketing, communications, and donor engagement initiatives.

If you are a highly organized, outgoing, creative self-starter who enjoys a fast-paced, donor-driven environment where you can make a difference in your community, we would love for you to apply! A complete job description is available at www.hghfoundation.org

WHAT YOU BRING TO THE ROLE:

- Post-secondary education in fundraising, communications, marketing, public relations, event management, or a related field, and/or equivalent work experience.
- Professional experience demonstrating exceptional people skills, excellent customer service and an ability to manage and rally volunteers.
- Advanced oral and written communication skills in French and English with attention to grammar, style, and accuracy.
- Experience in producing marketing materials such as newsletters, sponsorship plans, social media communications, etc.
- Strong computer skills including proficiency and experience with the Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and Canva.

WHAT WE OFFER:

A competitive salary commensurate with experience, plus vacation pay and compensation in lieu of benefits. This is a full-time 12-month contract position (37.5 hours weekly) working primarily from our office at HGH in Hawkesbury, Ontario.

HOW TO APPLY:

Please forward your resume and cover letter indicating position #F2026PPC by **August 16, 2026**, to the attention of Erin Tabakman, Executive Director, via email to etabakman@hgh.ca. We thank all applicants for applying, however, only candidates selected for interviews will be contacted.

*Accessibility: HGHF is committed to promoting an accessible work environment. If you need workplace accommodation during any stage of the recruitment process or thereafter, please notify us.

**Pre-conditions of employment: Satisfactory Police Records Check dated within six (6) months of hiring, valid driver's license, and ability to work outside of normal office hours.