



Give today,
save lives
tomorrow

About Us

Join a team that makes a real difference in the lives of others every day. At Hamilton Health Sciences Foundation, you will play an important role in supporting cutting-edge healthcare and improving patient outcomes, while being part of a passionate, inclusive and caring community. We inspire and motivate gifts that fund medical equipment and patient amenities, innovative research initiatives, essential redevelopment of clinical care spaces, and the education and training of health care providers.

As a registered charitable organization, we proudly support patients and families across south-central Ontario, and from outside the region, who receive specialized care at Hamilton Health Sciences including Hamilton General Hospital, Juravinski Hospital and Cancer Centre, McMaster Children's Hospital, and St. Peter's Hospital. The associated programs at the Regional Rehabilitation Centre, McMaster University Medical Centre and Ron Joyce Children's Health Centre are also included.

Hamilton Health Sciences Foundation is building upon a strong foundation of our Culture Code that includes the grounded in the values of We are a Team, We Trust, We Uplift, and We Communicate. We believe that relationships and partnerships are the basis of excellence in fundraising, and we envision a community of engaged and committed donors. Every position in HHSF contributes to a safe, inclusive environment for all through compliance with our equity, diversity and inclusion philosophy and adherence to patient and staff safety policies and procedures.

Help Inspire Support as a **Event and Project Specialist**

Full Time, 14-month Contract

Join a team that thrives on collaboration, creativity, and community impact. As the **Events and Project Specialist** at Hamilton Health Sciences Foundation (HHSF), you will play an integral role in delivering meaningful fundraising and stewardship events while helping keep marketing, communications, and brand projects organized, on track, and moving forward. This is an exciting opportunity for a highly organized professional who enjoys balancing event execution with project coordination and takes pride in creating exceptional experiences and operational excellence.

Reporting to the Director, Stewardship and Events, you will support the planning and execution of a portfolio of fundraising and stewardship events, contributing to the successful delivery of event logistics, vendor coordination, volunteer recruitment, onboarding, training and recognition, guest experiences, sponsorship fulfillment, and on-site event operations. Working closely with colleagues across the Foundation, as well as external partners and suppliers, you will help ensure events are delivered seamlessly, on budget, and aligned with organizational goals.

In addition, you will serve as the primary intake and workflow coordinator for Marketing and Communications and Brand Strategy projects. You will help manage project requests from initiation to completion by coordinating timelines, tracking deliverables, maintaining project workflows, and providing visibility into priorities and capacity across teams. Through strong organization, attention to detail, and proactive problem solving, you will support efficient operations, strengthen collaboration, and help deliver high-quality projects and experiences that advance HHSF's mission.

Qualifications:

- Post-secondary diploma/degree preferably in communications, marketing or event management. An equivalent combination of education and experience will be considered.
- Three (3) years of experience supporting events, project coordination, and marketing/communications initiatives, preferably in a nonprofit, healthcare, or foundation setting.
- Demonstrated excellent communication skills (verbal and written), interpersonal, and problem-solving skills
- Demonstrated superior organization, flexibility, and multi-tasking skills within a team environment
- High degree of initiative and ability to manage multiple tasks and prioritize tasks in a positive and effective manner, meeting critical deadlines
- Demonstrated project coordination or management skills
- Ability to coordinate vendors, tracking budgets, and support event logistics
- Demonstrated stakeholder relations to cultivate, build and maintain positive vendor, donor, prospect, and community relationships
- Understand the need for professionalism, discretion and patience when communicating with donors and volunteers
- Accuracy and attention to detail is imperative
- Ability to analyze results and make appropriate adjustments and recommendations

- Demonstrated ability to work independently with minimum supervision and an ability to self-manage effectively in a changing environment with multiple conflicting demands
- Strong technical proficiency in Microsoft 365 and demonstrated ability to use content management systems, project management tools (currently utilizing Monday.com), and virtual communication tools.
- Experience with a charitable/non-profit sector, or hospital foundation considered an asset.
- Experience with Team Raiser and Raiser's Edge is an asset

Working Hours, Location and Requirements

- This position operates Monday to Friday 8:30 am – 4:30 pm, onsite at Hamilton Health Sciences Foundation head office at 1 King Street West, Hamilton, ON. Opportunity to work remotely up to 2 days a week after 3 months of employment based on approval of VP.
- The nature of the work is such that early morning, evening and weekend work is required, including attending all special events.
- Travel is required as the position will regularly visit various locations (i.e. Hamilton Health Science affiliated sites, event locations, corporate partners, donors). The incumbent must possess a valid driver's license and have use of a reliable vehicle.
- A current and satisfactory Criminal Record and Judicial Matters Check (CRJMC) or Police Vulnerable Sector Check (PVSC) is a requirement of employment.
- A cleared status by HHS Employee Health Services is a requirement of employment in accordance with Hamilton Health Sciences policy.

Why Us?

We offer a comprehensive total rewards package designed to support your success and well-being. We provide a competitive hiring range of \$61,300-67,500, commensurate with experience. This contract opportunity includes 6% of earnings in lieu of vacation, and 13% of earnings in lieu of benefits and statutory holidays. Pay in lieu of benefits will reduce to 9% if already a member of HOOPP or voluntary enrollment in the pension program. We have a culture to support and encourage continuous professional development and career growth opportunities.

How to Apply:

To help us get to know you, please submit a **resume and cover letter** to HHSFcareers@hhsc.ca by **August 10, 2026**, outlining why you're interested in this opportunity. If you don't meet all qualifications, we still encourage you to apply—we value potential. Applications will be reviewed and invited for next stages of the recruitment process, as received. We would like to thank all who apply, but only those selected to move forward will be contacted.

The Hamilton Health Sciences Foundation is an inclusive and equal opportunity employer. Our commitment to equity, diversity and inclusion within HHSF reflects a belief that we will make the greatest impact to our mission when everyone can genuinely and fully participate without barriers or exclusion. We are dedicated to creating a workplace reflective of the community we live, work and serve and welcome applications from diverse and equity-deserving groups.

HHSF is committed to providing a barrier-free recruitment process and work environment. Accommodation, if requested, will be provided throughout the recruitment process in accordance with the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should any candidate require accommodation in any phase of the recruitment process, please contact Heather Slye (905.521.2100 x 44624 or HHSFcareers@hhsc.ca) for assistance.