



Events Coordinator

About Eldercare Foundation

Eldercare is a registered charity that believes that all seniors deserve the chance to age with dignity. We pursue this vision by raising funds to enhance care and quality of life for local seniors in need.

Established in 1982, Eldercare's work includes:

- enriching the lives of seniors living in long-term care
- helping seniors struggling with chronic illness to continue living safely in their own homes
- supporting research and education initiatives aimed at improving the care that seniors receive

At present, more than 2,000 Vancouver Island seniors are touched by Eldercare programs each month.

Position Overview

Reporting to the Executive Director, the Events Coordinator is a key relationship builder for Eldercare Foundation. The Coordinator liaises with healthcare workers, researchers, local non-profit organizations, and the general public to plan, organize, and deliver Eldercare's educational seminars, as well as its community engagement and fundraising events. The role also supports the Eldercare team in ensuring excellent donor service and effective program administration.

Key Responsibilities

- **Building Relationships:** Developing and maintaining relationships with healthcare workers, researchers, local non-profit organizations, businesses, and Eldercare seminar attendees and donors.
- **Event Planning & Coordination:** Plan and coordinate Eldercare-owned fundraising events and educational seminars, as well as Eldercare's presence at community events.
- **Communication & Outreach:** Support the development of communications materials advertising Eldercare events and educational activities, and help distribute print and electronic advertising materials.
- **Public Relations:** Represent Eldercare at events, serve as the primary contact for event registrations, and act as a greeter at all Eldercare educational seminars.

- **Volunteer Recruitment & Management:** Recruit and manage volunteers as needed to support event activities.
- **Data Collection & Analysis:** Coordinate with the Eldercare team on data collection and evaluation practices to improve the effectiveness of Eldercare's educational programs.
- **Administrative and Program Support:** Provide support to Eldercare's donor services and program delivery work as assigned by the Executive Director.

Qualifications

- Degree or certificate in event planning, project management, hospitality, business administration or demonstrated equivalent experience
- An exceptional interpersonal communicator
- A team player who easily builds relationships with internal and external contacts alike
- Excellent organisational skills and a natural multitasker
- A keen eye for detail
- Knowledge and experience in the charitable sector, or related to seniors health, considered an asset
- Proficiency with Microsoft Office Suite, and experience with major social media platforms
- Experience with Raisers Edge, or other CRM software, considered an asset
- Commitment to the well-being and dignity of the elderly population

Working Conditions

- This role requires flexibility to work evenings and weekends as needed.
- Successful completion of a Criminal Record Check to work with a vulnerable sector

Salary and Benefits

- Full-time position with flexible schedule
- Salary range: \$28.21 - \$32.05 per hour
- Island Health extended health and dental coverage
- Municipal Pension Plan

How to Apply

- Please send a cover letter and resume to the attention of Tom Arnold, Executive Director, Eldercare Foundation at info@eldercarefoundation.org
- The deadline to apply is Sunday, April 12, 2026.