

Foundation Coordinator

Tofino General Hospital Foundation

Location: Tofino, BC (hybrid: remote + in-person)

Position Type: Part-time, six-month contract from start date (an average of 40 hours per month on as needed basis)

About the Role

The Administrative Coordinator is a paid part-time contract position that plays a critical role in supporting the day-to-day operations and fundraising activities of the Hospital Foundation. Working closely with Foundation Members and the leadership team, this role provides comprehensive administrative support, coordinates internal processes, and ensures the smooth execution of fundraising, donor relations, and community engagement initiatives.

As a key member supporting a high-performing board, and often the first point of contact for donors, partners, and stakeholders, the Administrative Coordinator represents the Foundation with professionalism, discretion, and warmth while helping advance its mission to raise funds for essential hospital equipment and patient care in the community.

Key Responsibilities

- Coordinate Foundation meetings, prepare agendas, and record minutes
 - Maintain Foundation records and track action items
 - Manage and update the Foundation website and communications
 - Support donor relations, correspondence, and community outreach
 - Research, prepare, and submit grant applications
 - Assist in planning and coordinating fundraising events and campaigns
 - Attend quarterly Vancouver Island-wide “All Foundations” meetings and report back (travel costs covered)
 - Provide general administrative support and assist with special projects
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Qualifications

- Strong organizational and administrative skills (3-5 years’ experience in administration)
- Professional, polished communication skills (written and verbal)
- Experience with meeting coordination and minute-taking
- Proficiency with Microsoft Office / Google Workspace

- Website management experience is an asset
 - Experience in fundraising, grant writing, or nonprofit work preferred
 - Ability to work independently and collaboratively
 - High level of discretion and ability to handle confidential information
 - Ability to manage multiple priorities in a fast-paced environment
 - Strong interpersonal skills with a donor-centric and service-oriented approach
 - Self-motivated, proactive, and adaptable team player
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Compensation and Working Hours

- \$35-45 per hour, based on experience
 - Up to 10 hours per week, as needed
 - Flexible schedule apart from meeting times and events
 - Some evening/weekend work for meetings and events
 - Six-month initial contract to start
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Why This Role Matters

This position directly supports improvements to local healthcare by helping fund vital equipment and services for the West Coast communities.

To Apply:

Please submit your resume and a brief cover letter outlining your interest and experience by Sept. 30th at 5pm to info@tofinoghf.ca.