



PRINCE COUNTY HOSPITAL FOUNDATION  
PO Box 3000, Summerside, PE C1N 2A9  
TEL 902.432.2547  
pchcare.com  
CHARITY # 89352 6731 RR0001

## **Communications and Development Officer**

**REPORTS TO:** Director of Development

**LOCATION:** Summerside, PEI at Prince County Hospital

The Prince County Hospital Foundation seeks a professional communicator ready to engage the communities inside and outside of the Prince County Hospital. The right candidate will create stories that compel donors and engage the public. With experience in public relations, social media management and design, you will employ a mix of digital and traditional media to share the message of the Foundation.

The Communications Development Officer supports the successful rollout of the Foundation's annual campaign, community events and overall communications. You will be part of an efficient team helping to deliver high-quality marketing and communications products that resonate with our Island community.

### **KEY RESPONSIBILITIES**

#### **COMMUNICATIONS AND DESIGN**

- Writing, editing, and designing print and digital materials, including social media graphics, physical and digital newsletters, proposals, signage, impact reports, donor correspondence and event materials.
- Maintain the Foundation's website and ensure social media presence is strong.

#### **DEVELOPMENT**

- Work on existing and new fundraising programs and provide support on signature events through ample and timely communications. Engage with community fundraisers and support their efforts, and share their successes with the public.

### **PROFESSIONAL/TECHNICAL CAPABILITIES**

- Strong organizational and project coordination skills; able to manage multiple concurrent tasks with attention to deadlines and detail.
- Experience capturing and editing photos, video, and audio for distribution.
- Experience writing, formatting, and assembling communications materials such as proposals, reports, and invitations.

- Comfort using digital tools and platforms, including e-newsletter software, basic graphic design software (e.g., Photoshop, InDesign, Canva).
- Excellent verbal and written communication skills, including proofreading and formatting accuracy.
- Sound judgment, discretion, and professionalism, particularly when handling confidential or time-sensitive materials.
- Experience with Microsoft Office Suite. Familiarity with website updating and CRM tools such as Raiser's Edge (NXT) is a significant asset.

## **QUALIFICATIONS**

- Post-secondary degree or diploma in Communications, Marketing, Public Relations, or equivalent experience.
- Minimum 2 years of relevant experience in a marketing, communications, or administrative coordination role, preferably in a non-profit environment.
- Demonstrated ability to manage administrative and operational functions and meet deadlines.
- Ability to work both independently and collaboratively within a team environment.

## **BENEFITS**

**SALARY RANGE:** Permanent, full-time position based on 37.5 hours per week with a salary range from \$50,000 to \$58,000

- A competitive benefits package includes a pension plan and extensive health and dental coverage.
- Professional Development opportunities to support your growth in the non-profit sector.
- Vacation starts 15 days per year.
- A collaborative, flexible, supportive, and community-focused working environment.

The PCH Foundation is an equal opportunity employer. We celebrate the diversity of our community and are committed to creating an inclusive environment for all employees. We encourage all qualified individuals to apply.

**To apply, please send your cover letter and resume via email to:** [PCHFoundationHiring@gmail.com](mailto:PCHFoundationHiring@gmail.com)

**\*\*Please note that the successful candidate will be subject to a police record check and must sign a confidentiality agreement.**