We're Hiring:
Executive Assistant & Community Engagement Coordinator

Employment:
Part-time, approximately 20 hours per week

Compensation:
$22–$28 per hour, based on experience and qualifications

Work arrangement:
Hybrid—working from home and on-site in Strathroy and surrounding Middlesex County communities

Schedule:
Flexible, with occasional evenings and weekends for meetings and community events

Reporting to:
Board Chair and designated Executive Committee members

Position Overview:
Help bring home-like hospice care to our community

Strathroy Hospice is seeking an organized, motivated, and community-minded individual to support our volunteer Board of Directors as we advance the development of home-like hospice care in Strathroy and surrounding Middlesex County communities.

This hands-on role combines executive and administrative support with fundraising, event coordination, and community engagement. You'll help keep projects moving, strengthen relationships with supporters, and represent the hospice at local events.

We're looking for someone who takes initiative, follows through on commitments, and enjoys both working behind the scenes and connecting with people.

Hybrid work and opportunity for growth

This position offers a combination of working from home and attending on-site meetings, events, and community activities. Administrative work may be completed remotely, with in-person attendance required according to organizational needs and an agreed schedule.

The position will begin at approximately 20 hours per week, with a three-month probationary period to assess performance, fit, and support needs. There is strong potential for the role to grow into full-time employment as the hospice develops and organizational needs and funding increase. Any expansion in hours or responsibilities will be discussed with the successful candidate.

What you'll do:

Executive and board support

- Coordinate board and committee meetings, including scheduling, agendas, and supporting materials.
- Attend meetings, record minutes, maintain action-item lists, and follow up on outstanding tasks.
- Maintain calendars, deadlines, project timelines, and electronic records.
- Prepare correspondence, reports, presentations, and briefing materials.

Email and communications

- Monitor general hospice email accounts, respond to routine inquiries, and direct matters to appropriate board members.
- Draft letters, sponsorship requests, invitations, and thank-you messages.
- Maintain contact lists for donors, sponsors, volunteers, businesses, and community organizations.
- Help ensure communications and commitments receive timely follow-up.

Fundraising and donor relations

- Support fundraising campaigns, donor outreach, sponsorship requests, and community partnerships.
- Track donations, pledges, sponsorship commitments, and outstanding payments.
- Maintain donation records and coordinate charitable tax receipts according to established procedures.
- Assist with donor recognition, thank-you letters, and cheque presentations.
- Support initiatives such as the 50/50 raffle, Knights of Hospice, community fundraising events, and capital campaign activities.
- Identify opportunities to engage new supporters and strengthen existing relationships.

Community engagement and representation

- Attend community functions, fundraisers, and cheque presentations on behalf of Strathroy Hospice.
- Build relationships with service clubs, local businesses, community groups, donors, and volunteers.
- Coordinate speaking engagements and prepare presentation materials.
- Deliver short presentations or remarks about the hospice's mission and progress when authorized.
- Help increase awareness of the hospice project throughout Middlesex County.

Event and project coordination

- Assist with planning and delivering fundraising events.
- Coordinate volunteers, sponsors, vendors, registrations, and event logistics.
- Maintain timelines and follow up on outstanding responsibilities.
- Work with marketing contractors and volunteers to support event promotion.
- Track event expenses and fundraising results, and coordinate post-event follow-up.

Financial and general administration

- Organize invoices, receipts, expense reports, and reimbursement requests.
- Prepare supporting documentation for the treasurer or bookkeeper.
- Assist with administrative reporting and grant-related documentation.
- Maintain accurate, confidential organizational records.

What you bring

- Strong organizational skills and the ability to manage competing priorities within a part-time schedule.
- The ability to work independently, take initiative, and follow through.
- Excellent written and verbal communication skills.
- Confidence interacting with donors, sponsors, volunteers, and community leaders.
- Comfort speaking publicly and representing the organization professionally.
- Experience in administration, fundraising, event coordination, community engagement, or nonprofit work.
- Proficiency with email, Microsoft Office, spreadsheets, and digital recordkeeping.
- The ability to work effectively from home and attend required in-person activities.
- Flexibility to attend occasional evening and weekend meetings or events.
- A personable, dependable approach and a commitment to supporting the community.
- Previous nonprofit or executive assistant experience is an asset. We also value transferable skills, community involvement, initiative, and a willingness to learn.

How your time will be spent

Approximately two-thirds of the role will focus on fundraising, donor relations, community engagement, and event coordination, with the remaining time dedicated to executive support, communications, and administration.

Priorities and weekly hours will be coordinated with the Board Chair and may shift around meetings, campaigns, and events.

How to apply

Please submit your résumé and a brief cover letter outlining your relevant experience and interest in supporting Strathroy Hospice to info@strathroyhospice.com.

Application deadline: November 30, 2026

Only applications accepted for interviews will be contacted.