



## Communications and Resource Development Coordinator

The Communications and Resource Development Coordinator will work with staff to enhance the existing volunteer program, develop and implement strategies to increase volunteer participation, implement and manage the internal and external communications and implement strategies to increase donor giving.

### Qualifications:

- 2 to 3 years of volunteer management experience
- Experience with fundraising practices including staging events
- Experience with public relations and marketing
- Relevant university degree/college diploma or equivalent experience
- Excellent computer, written and oral communications skills
- Strong organizational skills

This is a 1 year , 37 ½ hr/wk. contract position with a possible additional 12 months.

Applications must be received by: May 16, 2008  
Catherine King, Executive Director  
112 McLaughlin Road  
Lindsay, ON K9V 6B5  
[ckinghl@nexicom.net](mailto:ckinghl@nexicom.net)

We appreciate your interest in this position but regret that only candidates selected for interview will be contacted.

***Hospice Kawartha Lakes mission is to enhance the quality of life for individuals and families facing life-threatening illness and grief***