

Salary Wage range: \$66,201.71- \$71,718.51 annually

Interviews will commence after April 14, 2026.

About Us

Broadmead Care is a vibrant non-profit long-term care provider in Victoria, BC, recognized for excellence, innovation, and leading practices. Funded through Island Health, Veterans Affairs Canada, BC Housing, and philanthropy, we provide long-term complex care and adult day programs for veterans, seniors, and adults with disabilities.

We are proud to hold the highest level of accreditation from Accreditation Canada for our commitment to safety, quality, and person-centered care.

Broadmead Care's Purpose is to build communities where every person can experience wellbeing and happiness. Our dedicated staff and volunteers create a vibrant environment where residents, clients, and team members alike experience belonging, respect, and the opportunity to live as fully as possible.

Learn more about us at www.broadmeadcare.com

The Role

We are seeking a self-starter, organized, and creative **Event Coordinator** to join our Fund Development team. You'll plan and deliver fundraising and third-party events that inspire generosity, strengthen community connections, and support extraordinary care.

From early planning through event day and post-event follow-up, you'll manage logistics, sponsorships, and volunteers, while helping to create meaningful experiences for participants, donors, sponsors and partners.

What You'll Do

As the Event Coordinator you will:

- Plan and execute fundraising and third-party events from start to finish.
- Coordinate venues, timelines, budgets, registration, and event logistics.
- Solicit sponsorships and fulfillment, including auctions and raffles.
- Recruit, schedule, and support event volunteers.
- Collaborate on event messaging, promotions, and communications.
- Build strong relationships with donors, sponsors, and community partners.
- Lead thoughtful post-event follow-up and stewardship.

What We Offer

This is more than an events role—it's an opportunity to create moments that matter. You'll join a collaborative, values-driven organization where your work directly supports compassionate care and vibrant communities.

As the Event Coordinator you will enjoy a comprehensive compensation and benefits package, including:

- Extended health, dental, short- and long-term disability insurance.
- Membership in the BC Public Service Pension Plan.
- Access to virtual health care and employee/family assistance program.
- Starting vacation of 20 days per year, increasing annually to a maximum of 35 days.
- Employee discounts through Perkopolis.

What You Bring

- **Education & Experience**
 - College Diploma in a related field and five years of event planning experience.
 - Non-profit experience is an asset.
 - Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint).
 - Familiarity with tools such as DonorPerfect, Canva, Adobe Creative Suite, and Constant Contact.
- **Skills & Competencies**
 - Excellent project management and organizational skills
 - Strong written and verbal communication abilities
 - Ability to work independently and collaboratively

- Strong data and analytical skills
- Demonstrated success building relationships with donors, sponsors, and volunteers
- Comfortable in a fast-paced, deadline-driven environment
- **Additional Requirements**
 - Reliable transportation, valid BC driver's license, and flexibility to work evenings and weekends as required.
 - Eligible to work with vulnerable adults under the BC Criminal Records Review Program.
 - Proof of negative TB screen and immunization status.

Apply Now

If you're energized by bringing people together for a meaningful cause, we'd love to hear from you.

Please apply with your resume and cover letter to Employment@Broadmeadcare.com by and quote **Competition Number 2026-10** in your subject line. Please note: Interviews will commence after April 14, 2026.

You can also express your interest in this opportunity through our website:

<https://www.broadmeadcare.com/get-involved/work-with-us/>

For questions, or to find out more information, please contact Human Resources at Employment@Broadmeadcare.com.