



Communications & Engagement Coordinator

Often a ghostwriter, the Communications & Engagement Coordinator plays a key role in creating compelling content that advances fundraising, deepens donor stewardship, and strengthens QEH's public profile.

Possessing excellent written and verbal communication skills, the Communications & Engagement Coordinator will be able to handle multiple projects and build strong working relationships with fellow team members and key partners.

As a member of the Marketing & Communications team, the ideal candidate will have a creative mind, along with a keen eye for detail and a passion for making a positive impact.

Position Summary & Submission Guidelines

Reports to: Director, Marketing & Communications

Posted: June 24, 2026

Location: Charlottetown, PE.

Hiring Salary Range: \$51,905 - \$60,701 with comprehensive benefits, including defined pension plan

The role is based on-site at the QEH Foundation office, located within the Queen Elizabeth Hospital. As we are deeply connected to the local community, the incumbent must reside in PEI.

If you are the ideal candidate to fill this position, please apply by **Friday, July 17** at 5pm to the email address below. Include a cover letter of application and resume clearly demonstrating matching experience and qualifications.

QEH Foundation Selection Committee

qehfoundationHR@gmail.com

As with all employees of the QEH Foundation, a criminal records check is required and there is a six-month probationary period.

The Opportunity

Reporting to QEH Foundation's Director of Marketing & Communications, the Communications & Engagement Coordinator is a key member of the Marketing & Communications team, working closely with the Marketing & Design Coordinator.

The ideal candidate will be involved in marketing, communications, development communications, corporate partner communications, digital and online content, media relations, and events communications.

As a fundraising communications specialist, you are a natural storyteller and skilled at co-producing a variety of fundraising, stewardship, and marketing materials.

Key Responsibilities

1. Capture and Create Content

- Capture, or arrange to be captured, content for campaigns, events, and general marketing in support of the QEH in collaboration with Marketing & Design Coordinator.
- Research and capture content for stewardship communications, grateful patient interviews, and impact stories.
- Refresh messaging for general marketing as well as campaigns and events throughout the year.

2. Engagement

- Provide communications support for Revenue Team for donor recognition events and post-event acknowledgments.
- Refresh donor thank you letters as needed.
- Assist in updating and capturing content for Stewardship and Endowment reports.
- Capture photos and content, including cheque presentations, at all signature events and donor engagement activities. Compose media ready cutlines and enter in Raiser's Edge throughout the year.
- Participate in thank you calls and donor certificate delivery.

3. Collaboration

- Collaborate on and develop ideas for the Communication Content Calendar.
- Manage the development of grateful patient videos, along with media partners and creators, throughout the year.
- Maintain connections and relationships with clinicians, department & program leads, donors, and volunteers to help source content in a timely manner.
- Assist with event planning and logistics as needed.

Requirements

Experience: A minimum of 2 years in Marketing, Communications, or related field. Experience with non-profit organizations and social media management is considered an asset.

Education: A minimum of 2 years of a relevant College degree, or equivalent experience.

Skills:

- Knowledge of Canva, social media, and Microsoft Suite considered an asset.
- Comfortable working in a team environment and in public-facing settings.
- Strong communication skills, both verbal and written.
- Approachable demeanor with the ability to represent the organization effectively.
- Strong organizational and time-management skills, with the ability to manage multiple priorities.

Candidates must be strong supporters of equity, diversity and inclusion, and working with diverse communities with respect, sensitivity, creativity, innovation, and cultural understanding.

Benefits

The QEH Foundation is a leading charity in PEI. By joining us, you will also have the opportunity to participate in benefits unmatched by most.

Permanent full-time employees are eligible to participate in the group insurance plan, sick time, and the employee retirement plan.

The following benefit premiums will be **100%** paid by the Employer:

- Health Plan
- Dental Plan
- AD&D Insurance
- Group Life Insurance
- Dependent Life Insurance
- Long Term Disability

Pension: All permanent full-time and part-time employees will contribute to the Employer's pension plan – Public Sector Pension Plan (PSPP). The employee's contribution will be matched as per the pension plan text.

Vacation: Employees are granted 15 days per year of vacation time until five years of service.