



Job Posting

Events & Grants Assistant

Full-Time | Medicine Hat, Alberta | In-Office

Join a Team That Saves Lives

HALO Air Ambulance provides helicopter emergency medical and public safety services across southern Alberta – reaching some of the most rural and remote areas in the province. Every event, connection, and interaction matter, because every detail helps save lives.

We are looking for an Events & Grants Assistant who can bring creativity, organization, and enthusiasm to our fundraising and community engagement efforts. This position blends event planning, grant writing, and donor support, ideal for someone who enjoys variety, takes initiative, and thrives in a mission-driven environment.

Responsibilities

- Event Planning & Coordination
 - Support the planning, administration, and delivery of HALO's signature events, and assist with community fundraisers and outreach activities
 - Coordinate event logistics, vendor relationships, ticketing, volunteer support, and on-site execution
 - Contribute creative ideas and help develop event themes, promotional materials, and guest experiences
 - Track event results and assist with post-event reporting and stewardship activities
- Grant Development & Administration
 - Research grant opportunities from government, corporate, and foundation sources
 - Prepare and submit clear, compelling, and accurate funding proposals and reports
 - Maintain a grant tracking system, including deadlines, priorities, outcomes, and renewals
 - Collaborate with the leadership team to ensure grant deliverables and reporting requirements are met
- Donor, Sponsor, & Community Engagement
 - Support donor and sponsor recognition efforts through communications, acknowledgements, and event experiences
 - Assist with preparing sponsorship packages, and donor communications
 - Attend HALO events, community presentations, outreach activities, and media opportunities as required
- Communications and Administrative Support
 - Assist in developing event promotions, newsletters, and social media content
 - Track event and grant budgets, prepare expense summaries, and maintain organized digital files
 - Provide administrative and coordination support to the CEO

Ideal Candidate



You're creative and community-minded but also highly organized. You enjoy bringing ideas to life, whether that's through planning a memorable event, crafting a compelling grant proposal, or helping connect supporters to a cause that truly matters. You can switch gears easily, collaborate with others, and take pride in professional, high-quality work.

Skills & Attributes

- Excellent written communication and storytelling skills
- Strong organizational abilities and attention to detail
- Creative thinker with initiative and follow-through
- Able to manage multiple projects and deadlines
- Comfortable working both independently and as part of a team
- Confident communicator with professional and tact
- Motivated by purpose – passionate about community impact and saving lives

Qualifications

- Post-secondary education in communications, marketing, fundraising, or a related discipline (or equivalent experience)
- 2+ years of experience in event coordination, fundraising, or grant writing
- Demonstrated ability to prepare and manage successful grant submissions
- Proficiency in Microsoft Office, Google Workspace, and donor or CRM software
- Experience with Canva or similar design platforms is an asset
- Valid driver's licence and willingness to work occasional evenings or weekends for events

Compensation

- \$48,000.00 - \$52,400.00 annually, commensurate on experience
- Annual Health Spending Account (following probation)
- 2-weeks holiday (following probation)
- Variable schedule based on a 40-hour work week

Why Join HALO?

At HALO, every role contributes to saving lives. You'll work alongside a passionate, professional team that values collaboration, innovation, and community partnership. We offer meaningful work, a positive environment, and the opportunity to see the direct impact of your efforts.

Contact us to apply:

If you would like to apply for this role, please submit a resume, cover letter, and references to our CEO, Paul Carolan at recruiting@haloairambulance.com. Applications will be reviewed on an ongoing basis, and the position will remain open until the right candidate is selected. Please include "Events & Grants Assistant" in the subject line of your email.

Join our team and help us make a meaningful difference in the lives of those we serve and the communities we support. Your dedication and leadership will contribute to our mission of saving lives and promoting public safety.