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
- 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
- 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
- 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

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.

Job Description

Events & Grants Assistant

Reports To: Chief Executive Officer
Status: Full-Time, In-Office

About Us

At HALO Air Ambulance, we're more than just a team; we're a lifeline to those in critical need across Southern Alberta and Southwest Saskatchewan. Dedicated to providing swift, high-quality medical care, we're on a mission to not only save lives but to build a safer community through education and outreach programs.

Purpose of the Position

The Events & Grants Assistant plays a vital role in advancing HALO Air Ambulance's mission by coordinating and executing events that inspire community support and by developing funding opportunities through grants and sponsorships. This role works closely with the Program Development Coordinator and CEO, combining creative event coordination with structured grant administration and offers flexibility to assist with donor relations, public outreach, and organizational communications.

The ideal candidate is proactive, highly organized, adaptable, and thrives in a fast-paced, team-orientated environment. They bring creativity to event planning, precision to administrative work, and a professional, solutions-focused approach to everything they do.

Key Responsibilities:

- Event Planning & Coordination
  - Assist with planning, scheduling, and coordinating a variety of events and meetings, including AGMs, board and leadership meetings, donor stewardship events, HALO's signature events, and third-party fundraisers
  - Assist with the coordination of event logistics, guest experience, invitations & ticketing, venue selection, catering, A/V requirements, décor, entertainment, vendor contracts, and volunteer scheduling
  - Support in the administration of event budgets, track expenses, and support cost-effective execution
  - Collaborate with internal teams to develop event concepts, timelines, and promotional strategies
  - Serve as one of the primary on-site contacts during events, ensuring smooth executions and addressing any day-of challenges
- Sponsorship and Donor Record Administration
  - Capture and enter complete, accurate sponsor and donor information in the Donor Management System, including contact details, communication preferences, relationships, contributions, sponsorship commitments, recognition requirements, and relevant interactions.
  - Review and update sponsor and donor records regularly to correct errors, resolve duplicate records, standardize data, and ensure information remains current, consistent, and useful.

- Maintain the Donor Management System's coding, categories, campaign records, event records, and acknowledgment status so information can be retrieved and reported reliably.
- Record sponsorship agreements, benefits, payment status, in-kind contributions, deadlines, and fulfillment requirements, and follow up with internal team members to address missing information or outstanding commitments.
- Use the Donor Management System to support event planning and execution by managing invitation lists, registrations, seating or attendance details, sponsor benefits, guest preferences, volunteer assignments, and post-event follow-up.
- Prepare and review lists, reports, and dashboards for sponsorship activity, donor engagement, event participation, renewals, recognition, stewardship, and outstanding actions.
- Coordinate timely acknowledgments, receipts, recognition, and stewardship communications by tracking required actions and maintaining accurate supporting documentation.
- Develop and follow data-entry procedures and quality-control practices, protect confidential information, and identify opportunities to improve the Donor Management System's usefulness for fundraising, sponsorship, and event coordination.

- Grant Development & Administration
  - Research new grant funding opportunities from government, foundations, and corporate sources
  - Write compelling, evidence-based grant applications and funding proposals
  - Collaborate with the CEO and Program Development Coordinator to develop program sponsorship priorities
  - Prepare interim and final grant reports in collaboration with leadership
  - Maintain a comprehensive grant tracking system (deadlines, contacts, deliverables, outcomes, etc.)
  - Build relationships with funders and respond to information requests as needed
- Outreach & Stakeholder Collaboration
  - Support colleagues across departments with administrative and operational tasks to keep the organization running efficiently
  - Support public relations activities, and community engagement
  - Support website maintenance and online platforms in collaboration with the Program Development Coordinator
  - Provide exceptional service to partners, donors, and community members, representing HALO with professionalism and warmth
- Volunteer & Community Engagement
  - Coordinate communication and scheduling with volunteers and ambassadors
  - Assist with recognition and stewardship initiatives for community supporters
  - Provide on-site support during events and community activities

Location and commitments:

- Permanent full-time role based at our Medicine Hat, Alberta office.

- The schedule is variable and irregular, involving provincial and inter-provincial travel, as well as event execution and attendance. HALO Air Ambulance prioritizes work-life balance and will offer compensatory time off in lieu, as needed.

Core Competencies & Traits:

Core Competencies

- Creativity and energy to contribute ideas and solutions
- Strong organizational and multitasking ability
- Excellent written and verbal communication skills
- Attention to detail in both creative and administrative tasks
- Comfortable working independently and collaboratively
- Technology proficient with social media tools, Canva (or similar), and Microsoft/Google Workspace suites

Personal Traits

- Outgoing, friendly, and professional with strong interpersonal skills
- Adaptable and resilient in a fast-paced, evolving environment
- Mission-driven and enthusiastic about supporting HALO's life-saving work
- Detail-orientated while maintaining the ability to see the big picture

Qualifications

- 2 – 4 years experience in event coordination, community engagement, marketing, communications or related field
- Demonstrate proficiency with social media, design tools, and office software
- Experience in nonprofit, healthcare, or fundraising environments is an asset
- Experience supporting executives, programs, or volunteers preferred

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 40-hour work week

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.