

CANADA YOUTH JOBS POSITION POSTING

| | |
|-----------------------------|--|
| POSITION: | Event Coordinator |
| POSITION REPORTS TO: | Manager, Resource Development |
| HOURS OF WORK: | Five days per week – 16 weeks |
| PURPOSE OF POSITION: | Event Coordinator is responsible for a variety of event and donor engagement related duties. |
| Starting Date: | July 18, 2022 |
| Age: | 15-30 years of age |
| Other: | A police reference check is required by the successful candidate prior to hiring. |
| Closing Date: | July 4, 2022 |

ABOUT Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, transitional housing and supportive counselling to abused women and their children in York Region. Services are provided within a supportive environment that facilitates empowerment to help women and their children rebuild their lives.

Summary of Position:

An event coordinator must be well-organized and competent in vendor management. Communication skills and attention to detail will set apart the best among the candidates. Add a shot of enthusiasm and passion for the job and you'll be our ideal candidate.

The goal is to organize unforgettable events that will ensure the entertainment of participants and facilitate the completion of business objectives.

RESPONSIBILITIES:

- Answer telephones and respond to inquiries from clients and participants
- Create, compile and export databases containing all information for annual signature events

- Promote brand image and awareness through social media
- Form contacts with local media outlets, both online and off
- Answer donors, clients and sponsors inquiries about the event
- Create schedules, critical path and attend meetings
- Solving problems that may arise during event
- Plan event with attention to financial and time constraints
- Research vendors (silent auction items)
- Organize volunteers – job duties and schedule
- Manage recognition donor wall campaign (confirming their authorization and name displayed on the donor wall etc.)
- Oversee event happenings and act quickly to resolve problems
- Evaluate event's success and submit reports
- Other duties as required
- Some weekend and evening hours may apply

REQUIREMENTS

- Proven experience as event coordinator
- A proven track record of organizing successful events
- Proficient in MS Office
- Experience with AKA Raisin or other online fundraising platforms is an asset
- Excellent vendor management skills
- Knowledge of basic recruitment practices
- Outstanding communication and negotiation ability
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Problem-solving ability
- Background in hospitality or event management, public relations or relevant field is preferred
- All staff are required to be full vaccinated, and provide copy of the vaccination

APPLY BY COVER LETTER AND RESUME TO:

Pamela Deveaux - Manager, Resource Development

Yellow Brick House

52 West Beaver Creek, Unit 4 Richmond Hill, ON L4B 1L9

pamelad@yellowbrickhouse.org