



We're looking for a  
**SPECIAL EVENTS COORDINATOR**  
**(14-month maternity leave contract starting March 1, 2018)**

**We are...**

- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$125 million in the 30-year history of the Foundation
- An organization that is preparing for our next stage of growth and the launch of our next campaign project

**The Special Events Coordinator...**

- This position will be ideal for someone with high energy, a flexible schedule and the ability to juggle a variety of tasks and deadlines and not break a sweat
- We are a small but mighty team and this position is ideal to grow your burgeoning events career
- If you love events, have a keen eye for detail and a creative flair, we want to hear from you!

Applicants should send a resume and cover letter including salary expectation by **January 26, 2018** via email to Vicki Brydon - Director, Public Relations at [vicki@pahfoundation.ca](mailto:vicki@pahfoundation.ca). We thank all applicants for their interest, however only those being interviewed will be contacted.



## Job Profile

# **SPECIAL EVENTS COORDINATOR (14-MONTH CONTRACT)**

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### **Summary of Role:**

- Assists with the coordination of all signature fundraising and all donor recognition, stewardship and cultivation events
- Assists with event sponsorship
- Assists with social media
- Coordinates 3<sup>rd</sup> party events
- Coordinates the Volunteer Program
- Ensures a very high standard of customer service

### **Reports to:**

- Director, Public Relations

### **Direct Reports:**

- None

### **RESPONSIBILITIES:**

#### **Events:**

- Provides support to the Special Events Officer with signature events
- Assists with the coordination of all donor recognition events including *Friends of the Foundation*, *Strawberry Social*, *Weatherby*, *Ambassadors and Caring Circle* events, donor tours, ground breaking, ribbon cutting and equipment unveiling celebrations and volunteer events
- Provides support to third-party events in the community
- Develops meeting agendas and packages for event committees
- Maintains accurate donor/prospect files as required both in Raiser's Edge and in hard-copy files
- Produces ad hoc reports as requested
- Works with the Information Systems Specialist on list pulls, to create queries, coordinate file and mail merges and reports, etc. from database

**Volunteers:**

- Manages the Volunteer Program and volunteer-related events

**EDUCATION AND EXPERIENCE**

- Diploma or degree in fundraising, hospitality and event planning, marketing and communications or an equivalent combination of education and experience
- 3 - 5 years of progressive office administrative experience – including at least 1 year of experience working in an event or communications assistant role

**KNOWLEDGE, SKILLS AND ABILITIES**

- Superior administrative skills, including accurate typing, document formatting, mail merges, developing and maintaining spreadsheets and PowerPoint presentations
- Exceptional time management and multi-tasking skills
- Creative and can think outside the box
- Demonstrates ability to provide exceptional customer service
- Ability to manage multiple projects and deadlines with ease
- Ability to collaborate and work effectively as part of a team
- Exceptional computer skills with proficiency with Microsoft Office Suite
- Can-do attitude with flexibility to work weekends and evenings as required
- Demonstrated experience working with and coordinating volunteers
- Proven track record of maintaining filing systems; database records; templates
- Results and solutions oriented
- Strong problem solving skills
- Superior communication and interpersonal skills
- Working knowledge of both Raisers Edge (fundraising software) and general fundraising principles a definite asset
- Good judgment, diplomacy, sensitivity and tact
- Demonstrates initiative and follow through
- Excellent attention to detail and proofreading skills
- Demonstrates ability in building successful donor relations
- Ability to lift heavy objects as part of event set-up and tear-down
- Access to a car and the ability to drive