

Date: April 21, 2021

Position: Canada Summer Grant - Event Coordinator (2 Vacancies)

Salary: \$14.25 - Funded by the Government of Canada's Summer Jobs Program anyone between the ages of 15-30 can apply

Hours: Temporary Full Time 37.5 hours per week (4 Month Contract) Starting May 10,2021

Location: Mix of remote and in person depending on Public Health guidelines

Reports to: Executive Director, Neighbourlink North York

About Us: NeighbourLink North York is a charitable organization located in Willowdale, North York. Our mission is to engage and empower neighbours to care for each other in practical, relational and sustainable ways that gives everyone the opportunity to live out their potential. As a locally based Christian community development organization, we believe transformation happens when we work together as neighbours to address the gaps and needs around us, including poverty and social isolation.

Position Summary: The Event Coordinator will coordinate events for the neighbourhood of Willowdale. Events include but are not limited to, cultural events, neighbourhood-wide consultations, events that promote awareness about social issues etc. The events support worker works with NeighbourLink North York staff team and community partners to plan, coordinate and implement these events. The position also provides administrative support and volunteer support services.

Details: The Event Coordinator will be primarily responsible for:

- Work closely with NeighbourLink North York to plan, promote, implement and evaluate community events
- Host events virtually as needed during the course of the pandemic
- Participate on the planning committee of neighbourhood-wide events
- Work closely with the NeighbourLink North York to support residents and promote resident-led programs and community leadership
- Participates in partnership meetings promoting NeighbourLink North York's services
- Participates in weekly team meetings and monthly meetings as required

Specific Expectations related to working during the pandemic:

- Requirement to wear a mask/PPE throughout the work day in the office
- Requirement to work from home and in office at the discretion of the employer,
- Requirement to support basic cleaning etc.
- Requirement to follow contact tracing procedure

Qualifications:

- Minimum Grade 12 and/or any previous work related experience is an asset
- One year + with experience working at an administrative level in the not for profit sector (an asset)
- Experience assisting, planning or implementing events
- Experience with virtual platforms for hosting events
- Community engagement and outreach skills
- Experience working with volunteers and community partners
- Strong interpersonal and communication skills in the English language (written and oral)
- Ability to speak a second language
- Proficiency in Google Suite is required
- Proficiency on PC computer applications including MS Office (Word, Excel, PowerPoint, Outlook), databases, internet and social media
- Office management and technical skills i.e. use of phone systems, photocopier etc.
- Strong organizational skills and detail oriented
- Able to multitask and demonstrate flexibility in taking on new tasks as they arise
- A vulnerable sector screening is required as part of the hiring process

Deadline to Apply: April 30, 2021

To apply for this exciting opportunity to work with an incredible team, please send your resume to: lily@neighbourlink.org and include "Summer Student - Event Coordinator" and your name in the subject line. Neighbourlink North York is committed to fostering a respectful and inclusive environment. As we are currently working in a hyper local capacity, preference will be given to people that reside in the Willowdale, North York neighbourhood. This job will require Vulnerable Sector Screening or a Police Check due to the nature of our programming. While we thank all applicants for their interest, only those selected for interviews will be contacted.