

Position: Events Coordinator (2 Vacancies)

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

Hours: Temporary Part-Time 20 hours per week with some flexibility starting September 7th, 2021 until December 31, 2021

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

Reports to: Executive Director

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 work with NeighbourLink North York staff and community partners to plan, coordinate and implement organization and community events. Our upcoming planned events include: Ride/Run for Refuge in Willowdale, Christmas auction and Christmas hampers. This position also requires working with and coordinating volunteers for events.

Details: The Event Coordinator will be primarily responsible for:

- Working closely with NeighbourLink North York staff to plan, promote, implement and evaluate community events
- Engaging with community partners, local businesses and neighbours to support NeighbourLink events
- Hosting events virtually as needed during the course of the pandemic
- Collaborating with the communications coordinator to develop materials related to events including social media initiatives, external communications, printed event materials (including but not limited to signage, posters and programs).
- Working closely with the NeighbourLink North York Community Care Team to support residents and promote resident-led programs and community leadership
- Being present at special events to coordinate volunteers through preparation, set-up, event execution and tear-down
- Participating in partnership meetings promoting NeighbourLink North York's services
- Participating 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

Qualifications:

- Experience assisting, planning and implementing events
- Experience with virtual platforms for hosting events
- Experience working at an administrative level in the not for profit sector (an asset)
- Community engagement and outreach skills
- Comfortable working and engaging with others on virtual platforms ie. Zoom, Discord, Slack
- Experience working with volunteers and volunteer management software, experience using Better Impact is an asset
- Strong interpersonal and communication skills in the English language (written and oral)
- Proficiency on computer applications including Google Suite, Canva, Wix and Eventbrite
- 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
- Ability to juggle many projects and meet deadlines in a high-energy, fast-paced environment.
- Drivers Licence and access to a vehicle would be preferred

Deadline to Apply: August 28, 2021

To apply for this exciting opportunity to work with an incredible team, please send your resume to: Maria.speare@neighbourlink.org and include "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.