



Inspiring all girls
to be strong,
smart, and bold

Internal-External Job Posting

Position: Events Coordinator
Accountability: Executive Director of Girls Incorporated of Durham
Hours of Work: 15-20 hours per week; \$21- \$23/ hour
Location: Head office at Girls Incorporated of Durham 1-395 Bayly Street West, Ajax

SUMMARY OF DUTIES:

The Events Coordinator, under the supervision of the Executive Director, is responsible for the management and implementation of events to sustain the expansion of Girls Inc. group programs in the community. The Events Coordinator works with volunteers from the Events committee sub-committees and provides staff support to those committees.

PRIMARY WORKING RELATIONSHIPS:

Works closely with other agency staff and students, the Chair of Events; volunteers on fundraising events sub-committees, community partners, funders.

RESPONSIBILITIES:

1. Assists in planning and organizing fund-raising events.
2. Researches corporate, and individual sponsorship prospects to support the Girls Inc. group programs and recommends it to the board of directors.
3. Responsible for media communication/relations and publicity support for the fund-raising initiatives.
4. Provide support to the Board of Directors, Executive Director in writing corporate sponsorship and individual appeal letters, and support materials.
5. May be required to appeal to the public, private and other sectors throughout Durham Region to support Girls Incorporated of Durham (monetarily and in-kind).
6. Drafts progress reports and related development correspondence.
7. Assist with updating and expanding the prospect, donor, sponsorship, submission and contribution records and database.
8. Provides staff support to board members, volunteers and other staff involved in fundraising activities.
9. Works with other Girls Inc. staff as appropriate. Liaise with the affiliate committees as needed for planning events budgets, printing of material, mailing details, etc
10. Works with volunteer coordinator to ensure the right number of volunteers are recruited and trained for Events sub-committees.
11. Ad hoc member of Events sub-committees.
12. Participates in periodic assessment of own performance, develops own goals and objectives.
13. Takes advantage of training and other development/professional growth opportunities. Attends and participates in Girls Incorporated functions as agreed upon with the Executive Director.
14. Assists and supports the implementation of communication tools including newsletters, and other publications to inform members, donors, sponsors and the public about the work of the organization.
15. Perform any other duties that may be assigned for the successful achievement of identified outcomes.

QUALIFICATIONS:

1. Bachelor's Degree with a minimum of three years of events experience. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.
2. Demonstrated success in sponsorship writing and management.
3. Excellent written and communication skills.
4. Thorough knowledge and understanding of not-for-profit events operations, related legislation (tax receipting) and local government/community agencies and resources.
5. Experience in organizing and managing various event campaigns.
6. Experience in media relations, from press releases to securing media exposure for the agency.
7. Possess excellent organizational and time management skills with a focus on quality, completeness and accuracy.
8. Experience working with volunteers.
9. Computer knowledge and skills are essential to this position.

Candidates will be required to provide a current police check upon hire.

We thank all applicants for their interest. Only those selected for an interview will be contacted. Girls Incorporated of Durham seeks to be an equal opportunity employer. We encourage applications from individuals of all race, colour, ethnic origin; religion; ability and sexual orientation.
