



AWASCO

POSITION: Events Coordinator

AWASCO is the governing organization overseeing the independent operation of two distinct Humane Societies, serving two unique communities – Kitchener-Waterloo Humane Society and Stratford-Perth Humane Society.

This is a full-time position of 40 hours/week.

Under the direction of the Development Director and working closely with volunteers, staff and community partners, the Events Coordinator will manage a portfolio of events; engaging sponsors and participants to maximize net revenue.

An understanding of fundraising tools and regulations is important.

An understanding of animal welfare is important.

A working knowledge of local not-for-profit organizations and events is helpful.

Responsibilities and Duties

- Manage a portfolio of events, largely volunteer driven, sometimes with overlapping timelines;
- Develop and execute a critical path and checklist for each event ensuring deadlines are met;
- Prepare and present material to staff, volunteers, media, public stakeholders as necessary;
- Manage volunteers providing leadership, direction and support;
- Develop and manage event budgets;
- Create and foster partnership, sponsorships and fundraising opportunities with area businesses;

- Work with Volunteer Coordinator regarding staffing of community based events;
- Evaluate each event objectively; identify and pursue opportunities to enhance the net return.

Qualifications and Skills

- Post-secondary education in event management, fundraising, or equivalent of education and experience, preferred;
- Fundraising experience, including securing sponsorships;
- Experience in working with Raiser's Edge (preferred) or similar fundraising database management system;
- Demonstrated relationship building skills;
- Experience in developing communication material using a variety of tools including social media and print;
- Experience in website management helpful;
- Excellent communication skills, both written and oral;
- Strong organizational skills able to manage tasks and volunteers in a courteous, timely manner;
- Detail-oriented and a critical thinker;
- Access to a reliable automobile;
- May be required to work evenings and weekends;

Time management skills as incumbent will be required to work from both centres

Please apply by submitting your resume with cover letter to Kim McDonald, Human Resource Manager at kim.mcdonald@awasco.ca no later than October 25, 2017.

We thank all candidates for their applications; however only those selected for an interview will be contacted.

AWASCO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.