



EVENT COORDINATOR

Job Title:	Event Coordinator
Reports To:	Manager, Community Engagement & Advancement
Status:	Permanent, Full-Time
Department:	Community Engagement & Advancement
Location:	Windsor, Administrative Building
Posting Expires:	September 12, 2023 at 9:00 AM
Job Summary:	
<p>Responsible for the planning, implementing, and monitoring of fundraising events for the Hospice of Windsor and Essex County. The Event Coordinator will plan and execute Hospice Signature Events and celebrations, as well as support the Manager of CEA with Hospice Third Party Events. This role will coordinate with internal teams, and external vendors, while ensuring all agency branding is maintained. In some cases, this may include the solicitation of event sponsors, asks for donations/prizes/gifts, and the development of volunteer committees. The Event Coordinator also works alongside the team to support event related communications.</p>	
Responsibilities:	
<ol style="list-style-type: none"> 1. Plan, implement, and monitor Hospice Signature Events including all steps from pre-event to post-event wrap up tasks, including prize solicitation, cold calls, and all related administrative tasks (ticket orders, purchase orders, quotes, budget coordination, etc.). 2. Work alongside the Manager CEA to support Hospice Third Party Events. 3. Plan and execute annual Hospice celebrations such as Hospice Memorial Service, Volunteer Awards Night, etc. 4. Coordinate with internal team members, such as the Finance and Volunteer teams, as well as external vendors to ensure well planned and executed events, including all required documentation and paperwork. 5. Assist with the communication of events in coordination with the CEA Team. 6. Ensure event data and donor information is accurately entered into the database and provided in a timely manner. 7. Prepare event related materials as assigned. Solicit event sponsors as assigned. 8. Develop a thorough knowledge of agency mandate, programs and services. 9. Support all CEA and Hospice-related activities as required; team-based approach. 10. Other duties as assigned 	
Accountabilities:	
<ol style="list-style-type: none"> 1. Accountable to the Manager, Community Engagement & Advancement. 2. Accountable for professionally presenting themselves in adherence to the Hospice Mission, Vision and Values. 3. Accountable for adhering to the Hospice Policies, professional behavior and for ensuring review of such as required. 	
Requirements:	
<ul style="list-style-type: none"> ▪ Flexibility, including working evening and weekend events, and the ability to provide own transportation to and from these events. At times, travel may not be pre-scheduled/known in advance, and may be required in-the-moment. ▪ Excellent oral and written communication skills, including public speaking, as well as organizational and time management skills. ▪ Comfortable with, and skilled at making cold calls, monetary solicitations, and fundraising asks. ▪ Positive attitude and ability to work independently, as well as with teams and groups. 	

- Familiarity with special event management and fundraising activities and strategies are required.
- The ability to work on multiple projects concurrently.

Technical

- Advanced computer skills including Microsoft Word, Excel, Publisher, and Outlook are required.

Experience

- Experience in event planning and coordination including budget planning (preferred 2+ years)
- Experience working with not-for-profits and volunteers an asset
- Experience with fundraising and monetary solicitation an asset
- Bilingual French/English and/or other languages an asset.

Education

- Graduate of post-secondary program and/or equivalent experience

*If you are interested in applying for this position, **please submit your resume and cover letter by September 12, 2023 at 9:00 AM** to hr@thehospice.ca, please reference the job title in your subject line. We thank all applicants in advance, but only those selected for an interview will be contacted. If selected for an interview, please indicate whether you require accessibility accommodations.*

The Hospice provides for an accessible environment in accordance with legislation.