

Events Coordinator

Lions Foundation of Canada Dog Guides – Oakville, ON

Apply Now

Career Opportunity:

Full-time Event Coordinator

Are you passionate about your work and looking for a way to apply your skills and talents in a meaningful way?

Do you have the leadership skills to jump into an organization in the midst of exciting and transformational change?

At Lions Foundation Canada Dog Guides (LFCDG) we help people with medical or physical disabilities lead independent lives by providing them with a dog guide at no cost to support them in their daily lives. The school is unique in offering 7 different programs serving between 150-200 new clients annually and supporting over 1100 active clients. The school operates out of our central location in Oakville, ON and a breeding and training facility in Breslau, ON with plans to move to our new leading edge facility in early 2023.

The Opportunity: Event Coordinator

Events play an integral role in the organization by providing both revenue generation and awareness-raising opportunities. The Event Coordinator is responsible for supporting LFCDG-managed events, and third-party events, assisting with the Pet Valu Walk for Dog Guides, and providing support to the Manager, Events to ensure all events are professionally managed, and positively reflect the Vision, Mission, and Brand of LFCDG.

Key Responsibilities:

- Under the direction of the Manager, Events, coordinate the annual event plan including measurable goals and a draft budget for each event aligned with LFCDG's strategic plan, revenue plan, and resources
- Report on results against goals and budget

- Support LFCDG-managed events to raise awareness and generate revenue. This currently includes open houses, online auctions, 50/50 raffles, Oakville Ride for Dog Guides, Oakville Walk for Dog Guides, and annual volunteer appreciation events
- In conjunction with the Manager, Events, create event toolkits for each signature event
- Provide assistance, support, and guidance to all third-party events
- Identify and evaluate new events to increase revenue
- Act as liaison for event volunteers and LFCDG staff to ensure appropriate event coverage
- Work closely with the communications team to promote and market events
- Maintain inventory of promotional materials
- Coordinate requests for and represent LFCDG where needed at a variety of events (i.e., presentations, promotions, guest speakers, etc.)
- Collaborate with team members across the organization as well as third-party vendors
- Execute activities and events to support the promotion of the Walk for Dog Guides
- Provide assistance to the Manager, Events for various Walk for Dog Guides administrative tasks
- Support the Oakville Walk for Dog Guides, increasing its revenue and participation
- Work closely with fundraising, accounting, communications, and training staff
- Monitor event budget as part of overall revenue budget and plan
- Participate in team meetings and provide ideas for improvement
- Monitor workload and processes to ensure efficiency

You will bring to the opportunity:

§ Education in a related discipline

§ Excellent event organization, planning, and time management skills, including handling multiple, concurrent, and diverse tasks

§ Demonstrated strategic planning, evaluation, and reporting skills

§ Demonstrated understanding and experience working with volunteers

§ Ability to use discretion, best judgment, and tact in handling sensitive situations

§ Excellent written, verbal, and listening communication skills

§ Excellent interpersonal and networking skills

§ High degree of professionalism and integrity

§ Technical literacy in MS Office, as well as database management and experience using social media as an event promotion tool

Despite these interesting times, if you are looking for a challenging opportunity to demonstrate your leadership and operational capabilities and a place to let your innovative thinking shine, please send your resume, salary expectation and a cover letter stating why you are interested in becoming LFCDG's next Event Coordinator and how your skills set you apart by **5:00 PM on Friday, July 29, 2022.**

LFCDG welcomes applications from people with disabilities. Applicants will be provided accommodations during the application process if needed. We thank all applicants for their interest and advise only successful candidates will be contacted for the next steps in the application process.

Job Types: Full-time, Permanent

Salary: \$41,263.00-\$45,303.00 per year

Benefits:

- Casual dress
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care

- On-site parking
- Paid time off
- Vision care
- Work from home

Schedule:

- Evening shift
- Monday to Friday
- Weekend availability

COVID-19 considerations:

Candidates are encouraged to be double vaccinated. Masks are worn whenever with other coworkers or clients. Employees are required to conduct Rapid Antigen Tests, every other day; tests are provided by the employer.

Application deadline: 2022-07-29