



The Opportunity: Event Coordinator

As the Event Coordinator, you will be the driving force behind showcasing the incredible work of the Lions Foundation of Canada Dog Guides (LFCDG). You will oversee a diverse event and activation portfolio including managing signature events, LFCDG led Pet Valu Walk event locations (Toronto and Oakville), supporting third-party event requests, oversee LFCDG's gift shop, and coordinating involvement from staff, volunteers, and foster families. The role also includes managing event material distribution and inventory to ensure all events are professionally managed and positively reflect the Vision, Mission, and Brand of LFCDG.

Key Duties and Responsibilities:

- Under the direction of the Events Manager, 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
- Support LFCDG-managed events to raise awareness and generate revenue.
- In conjunction with the Events Manager, 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
- Collaborate with team members across the organization as well as third-party vendors
- Lead the Oakville and Toronto Walk for Dog Guides, increasing revenue and participation
- Execute activities and events to support the promotion of the Walk for Dog Guides
- Develop and implement fundraising strategies to maximize event revenue including identifying and secure event sponsorships and partnerships
- Maintain relationships with sponsors, donors, and partners to encourage ongoing support.
- Help recruit, train, and manage volunteers for the LFCDG Gift Shop.
- Oversee inventory levels to ensure the gift shop is well-stocked with merchandise
- Coordinate with the marketing team to update the online store with new products and promotions

You will bring to the opportunity:

- Event coordination experience: demonstrated experience in planning, coordinating, and executing successful events, preferable within a non-profit or fundraising context
- Time Management: ability to prioritize tasks and manage time effectively in order to meet deadlines
- Communication skills: Excellent verbal and written communication skills for effective collaboration with internal teams, corporate partners, volunteers and participants
- Organizational skills: Strong organizational and multitasking abilities to ensure all aspects of the walk, from logistics to participant engagement, are well coordinated
- Flexibility: willingness to work flexible hours, including weekends and evenings as needed during peak event times as well as be onsite minimum of two days a week
- Computer skills: Proficiency in using relevant event planning software, communication tools, and Microsoft Office for efficient coordination and reporting
- Problem Solving: Ability to think on your feet, troubleshoot issues, and adapt to unexpected situations that may arise during events
- Collaborative Spirit: A team player who can collaborate effectively with the Manager, Events and other stakeholders to ensure consistent and cohesive event planning and execution

Job Type: Monday- Friday, Full Time

If you are interested in emBARKing on a new journey with an amazing team, please send your resume, salary expectations and a cover letter by July 15, 2024 to HR@dogguides.com. Please quote the job title in the subject line.

Lions Foundation of Canada Dog Guides is committed to employing people from diverse backgrounds, and we actively demonstrate inclusiveness through fair, equitable, and accessible hiring practices. We recognize the strength of different experiences, backgrounds, and perspectives and welcome candidates who identify as visible minorities, Indigenous people, persons with disabilities, and persons within the LGBTQ+ community. We feel it is important as an organization that all people have access and opportunity to be employed, to be valued, and to be respected. Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, selection and placement process. Alternative format available on Request.