



The Opportunity: National Event Coordinator

As the National Event Coordinator, you will play a pivotal role in organizing and coordinating the National Pet Valu Walk for Dog Guides across Canada. This position requires strong organizational skills, effective communication abilities, and a passion for supporting individuals living with disabilities through the work of the Lions Foundation of Canada Dog Guides. This role will work collaboratively with other LFCDG departments, and will report directly to the Events Manager, and provide assistance to Walk organizers nationwide. You will ensure the coordination of our National Walk program is successful, and positively reflect the Vision, Mission, and Values of LFCDG.

Key Duties and Responsibilities:

- Oversee the planning, organization, and execution of the National Pet Valu Walk for Dog Guides in collaboration with Events team, volunteers, and stakeholders
- Ensure adherence to timelines, budgets, and objectives
- Coordinate logistics including insurance and registration
- Coordination of marketing and promotion efforts, such as posters, flyers, social media content, and press releases
- Act as the primary point of contact for walk organizer's
- Cultivate and maintain strong relationships with walk organizer's
- Provide guidance and support to walk organizers to ensure consistency and quality across all walk locations
- Encourage and support participants in their fundraising efforts through online platforms, peer-to-peer campaigns, and other initiatives
- Monitor and track fundraising progress by location
- Collaborate with other LFCDG departments in various capacities
- Provide ongoing support, guidance, and recognition to volunteers to ensure a positive experience and successful event execution

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.