



EXTERNAL JOB POSTING

Position Title: SPECIAL EVENTS COORDINATOR
Department: Development
Date: January 22, 2010

Purpose of Position

To provide leadership in all areas relating to special event management. To promote the mission and services of the Toronto People With AIDS Foundation to current and potential donors, funders and the larger community.

Accountability

The Special Events Coordinator reports to the Director of Development & Communications and works closely with the Bike Rally and other volunteer Committees.

Responsibilities:

- ◆ train, supervise, and support a dedicated team of volunteers;
- ◆ work with volunteers to manage and develop all aspects of the planning process for the Bike Rally: including goal setting, budgeting, accommodations, transportation, meals, launch/finale events and overall event critical paths;
- ◆ interact with agency finance staff and IT resources to co-ordinate all components of special event website needs, data entry, pledge management systems and deposit procedures;
- ◆ develop and maintain appropriate planning documents including workplans, timelines or critical paths, inventory/ticket tracking and effective records;
- ◆ facilitate event evaluation procedures and recommendations for event growth and improvements;
- ◆ work with appropriate staff and volunteers to promote and market special events;
- ◆ co-ordinate Home & Style;
- ◆ co-ordinates the LOVE BOWL;
- ◆ provide support to other PWA events and Development activities;
- ◆ work with the Director of Development & Communications to ensure effective management of the development database.

Qualifications:

- ◆ minimum 3 to 5 years experience in special event management including large-scale event planning;
- ◆ post secondary degree in a related field (event management certificate preferred) or equivalent combination of education and experience;
- ◆ dynamic and energetic with a strong ability to motivate others;
- ◆ a self starter with excellent communication, problem-solving and interpersonal skills;
- ◆ superior record keeping and event planning documentation skills;
- ◆ knowledge and understanding of the complexity of issues relating to HIV/AIDS;
- ◆ sensitive to issues of diversity and accessibility;

Deadline for submissions is 9am, Monday, February 8, 2010.

Resumes may be submitted in confidence to: Pamala Beavis, Director of Development & Communications
pbeavis@pwatoronto.org – 200 Gerrard St. E., 2nd Floor, Toronto ON M5A 2E6 – 416-506-1404 (fax)

NO PHONE CALLS PLEASE

The Toronto People With AIDS Foundation is an equal opportunity employer and we strongly encourage people living with HIV/AIDS to apply for this position.