



## **JOB POSTING - EXTERNAL**

**Position Title:**       **SPECIAL EVENTS COORDINATOR**

**Date:**                    August 24, 2010

### **Purpose of Position**

To provide leadership in all areas relating to special event planning and execution. To represent and promote the mission and services of the Toronto People With AIDS Foundation (PWA) 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 and the Development Coordinator.

### **Responsibilities:**

- ◆ develop and maintain appropriate planning documents including project plans, work plans; timelines and/or critical paths, inventory tracking and controls and detailed records;
- ◆ work closely with the Director, Development & Communications and volunteers to coordinate and develop all aspects of the planning and execution processes for the signature agency event, Friends For Life Bike Rally: including goal setting, budgeting, committee meetings and minutes, accommodations, transportation, equipment, meals, sub-events, daily plans, volunteer requirements 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, cash handling and deposit procedures;
- ◆ facilitate event evaluation procedures and recommendations for event growth and improvements;
- ◆ maintain policy and procedure manuals;
- ◆ co-ordinate other PWA events, specifically, LOVE BOWL; CLIMAX; Pie in the Sky;
- ◆ work with appropriate staff and volunteers to promote and market special events;
- ◆ provide support to community events and other Development Department activities;
- ◆ maintain statistical summaries for all events and historical comparisons and analysis for management reporting;
- ◆ 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 planning which should include large-scale event planning and execution;
- ◆ post secondary degree in a related field (event management certificate preferred) or equivalent combination of education and experience;
- ◆ superior project management, event planning, record-keeping and financial documentation skills;
- ◆ advanced Microsoft Office software skills;

- ◆ dynamic and energetic with a strong ability to motivate others;
- ◆ excellent communication and interpersonal skills;
- ◆ a self starter with excellent communication, problem-solving and interpersonal skills;
- ◆ knowledge and understanding of the complexity of issues relating to HIV/AIDS;
- ◆ sensitive to issues of diversity and accessibility;

The successful candidate will possess a high level of initiative along with a demonstrated ability to work well under pressure, in a multi-task and deadline driven environment.

***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.***

**Deadline for submissions is 6pm, September 8<sup>th</sup>, 2010.**

Resumes may be submitted in confidence to:

Kevin Gerber, Director of Development & Communications

Fax: 416-506-1404

Email: [kgerber@pwatoronto.org](mailto:kgerber@pwatoronto.org)

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