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[www.interfaithfoodbank.ca](http://www.interfaithfoodbank.ca)

## Events Coordinator Position Description

Primary duties include the coordination, marketing and promotion of food bank activities and events; fundraising and fund-development; assistance to administrative staff and coordination of event related volunteers. This position will support the Marketing and Communications Coordinator and report to the Fund Development Supervisor.

**Hours:** Monday to Friday 8:00 AM – 4:00 PM Some evenings and weekends will be required.  
**Summer Position:** May – August, possibility of extension to part-time during the school year

### Required Skill Set:

1. Intermediate Administrative Skills: Office Suite, Adobe Suite, Word Press and Organizational skills
2. Communication skills – telephone, interact with volunteers, clients, donors, media, thrift store customers and the general public.
3. Graphic Design/Media – ability to design print materials, social media posts, website maintenance etc.
4. Must be willing to submit a Police Records Check.

### Job Description:

- Assist with coordination of special events and fund-raising campaigns.
  - Birdies for Kids (through Shaw Charity Classic Golf Tournament)
  - Community Fundraising and Awareness Initiatives
  - Canada Day Festivities
  - Whoop Up Days Parade and Pancake Breakfast
  - Interfaith Learning Garden
  - Friends of Interfaith Charity Dinner & Silent Auction
- Donor recognition – recruit and recognize donors for special events
- Volunteer Coordination – in conjunction with the Volunteer Coordinator, recruit, train and place volunteers
- Market and promote special events – development of promotional materials and interaction with local media
- Backup for Administrative Staff – telephones, accepting donations, greeting the public and general administrative duties
- Act as part of the team and assist where needed.
- Additional duties as required by Executive Director.

This position is dependent upon approved funding from the Canada Summer Jobs Program. To be eligible to participate in Canada Summer Jobs, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment (International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada),
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please forward resume complete with cover letter and 3 references to [info@interfaithfoodbank.ca](mailto:info@interfaithfoodbank.ca), or mail or fax to the numbers listed above.