

EVENT COORDINATOR – CONTRACT

The Event Coordinator's primary focus will be LIFE Recovery Association's 25th Anniversary Gala taking place in February 2024. Other outreach, volunteer and fundraising events taking place between the time of hire and March 2024 may be assigned.

STATEMENT OF RELATIONSHIPS

The Event Coordinator will work directly with the Executive Director and event committee.

The role:

Event coordination:

- donor engagement
- solicitation of sponsorships
- fundraising activities (auction and other ideas)
- logistics for venue
- coordinate vendors: entertainment, lights, sound, technology

Communication strategy for:

- branded content
- social media
- newsletters
- community engagement

Administration tasks:

- development of timeline
- meeting minutes
- reports
- event correspondence

Your qualifications:

- Portfolio demonstrating success with a variety of events and organizations.
- Broad social, business, non-profit and community contacts.
- Experience in registered charity fundraising and receipting.
- Excellence in computer operating systems, communication, and administration.
- Ability to maintain sensitive and confidential information.
- Knowledge of alcohol & drug and mental health disorders (an asset).
- Clearance Certificate for Vulnerable Sector
- Current Class 5 Drivers License (minimum)
- Sobriety of at least TWO years (no abuse of alcohol, drugs, or other mood-altering chemicals).

Interested persons should submit a resume and cover letter in .pdf to Coletta Holmes, Executive Director director@liferecovery.ca