



EVENT COORDINATOR – CONTRACT POSITION

The Event Coordinator will coordinate Love for LIFE the annual major fundraiser for LIFE Recovery Association. Tasks will include marketing, donor engagement, solicitation of sponsorships, event logistics including venue, entertainment, food, lights, sound and silent auction.

STATEMENT OF RELATIONSHIPS

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

SPECIFIC RESPONSIBILITIES:

Develop a communication strategy using:

- branded content
- social media
- newsletters
- community engagement

Perform administration tasks including:

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

QUALIFICATIONS & EXPERIENCE

- Minimum of one (1) year recent related experience or an equivalent combination of education, training, and experience.
- Knowledge of alcohol & drug and mental health disorders would be an asset.
- Knowledge of non-profit and registered charity best practices would be an asset.
- Proficient with computer operating systems; social media, database, email, and office management software.
- Excellent oral, written and interpersonal communication skills.
- Strong analytical skills and decision-making ability.
- Demonstrated ability to deal with highly sensitive and confidential material and situations.
- Knowledge and/or awareness of our community partners: local churches, businesses, charities, ministries, and donors.
- **Clearance Certificate for Vulnerable Sector**
- **Current Class 5 Drivers License (minimum)**
- **Sobriety of at least TWO years i.e., 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