

## Events Coordinator

### About Accessible Housing

We open doors to homes that are accessible and affordable for people with limited mobility. By providing a continuum of housing and support, we work to ensure that everyone has a home and belongs in community.

### Overview

Are you looking for a great opportunity to make a difference in your community? Accessible Housing is currently seeking an energetic, experienced volunteer to help plan, organize and implement several events coming up in 2016.

### Reports To

Communications Advisor

### Time, location, and commitment

Location of Opportunity:

Main office, but work can be done from your home; some off-site appointments may be required. The approximate time commitment for this role is 3-4 hours per week, however due to the nature of the role; hours will increase during the time frame surrounding an event.

Duration: Long-term, Ongoing (6+ months)

### Duties and Responsibilities

- Event Coordinator supports the coordination and implementation of 2-3 main fundraising events per year plus smaller opportunities as they arise
- Develop and manage timelines for various activities to ensure plans and processes are carried out in a timely manner
- Work with vendors to select products for events
- Accurately track & report your expenses
- Upcoming events include: Scotiabank Calgary Marathon (May 29), Dinner for Doors (November 2016). Must be available those days
- Works closely with the Communications Advisor

### Qualifications

- Prior event management experience is an asset
- Completion or working towards a post-secondary education, preferably in a Marketing, Special Events Management or equivalent program
- Events coordination experience; preferably in non-profit, hospitality or other related sectors
- Experience in fundraising coordination; preferably in non-profit, hospitality or other related sectors is an asset
- Intermediate to Advanced skill level in Microsoft Office (Advanced - Word, Outlook and PowerPoint; Intermediate - Excel)
- Strong verbal and written communication skills
- Ability to independently manage and execute events
- An ability to bring positive energy and creativity to our events
- Prioritize competing tasks

- Work well independently or with a group
- Creative thinking and attention to detail is imperative
- Deep commitment to volunteering, community building, and event planning
- Must have a valid driver's license and vehicle
- Satisfactory Criminal Record Check

We want to fill the position with someone who is committed, passionate and has the time and ability to meet the expectations of the role.

### **Core competencies:**

*Accountability:* accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner while striving for excellence to achieve the best possible results.

*Communication:* the ability to communicate both verbally and in writing in an effective and appropriate manner with staff, clients and external partners that demonstrates listening and openness.

*Problem Solving & Decision Making:* demonstrates the ability to accurately define problems and uses knowledge and sound judgment to take initiative to make decisions that are in the best interest of all parties involved.

*Self-awareness:* the ability to be self-aware of personal thoughts and opinions and acting in rational and objective manor. Demonstrates emotional control and acts objectively in stressful or challenging situations rather than impulsively or emotionally.

*Initiative:* the ability to direct one's energy and time towards the outlined duties and responsibilities without requiring an external catalyst. Acts in a proactive stance rather than reactive.

### **Physical Requirements**

Some lifting, and standing for long periods of time during events. Some out-of-office travel may be required.

### **Orientation and Training**

Training will be conducted on the first day.

### **Benefits of this Volunteer Opportunity**

- Volunteer for a great organization
- Gain valuable work experience
- Meet new people
- Create networks
- Obtain great references

### **Application Information**

Please fill out the volunteer application form found on our website [here](#). If you have any questions regarding this volunteer opportunity, or any other inquiries regarding Accessible Housing, please contact [info@accessiblehousing.ca](mailto:info@accessiblehousing.ca)