

# Job Posting

# #23.117 Community Relations and Events Coordinator

**\*See Below for Shift Details\***

*This posting is open to all qualified applicants.*

Our Place Society is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

### **Position Overview:**

The Community Relations and Events Coordinator, reporting to the Director of Philanthropy, will oversee the execution of multiple annual signature events. This role involves implementing strategies for acquiring, renewing, and upgrading sponsors and business donors for event and program sponsorship. Additionally, the coordinator collaborates with businesses and community groups to organize third-party events that support Our Place Society in acquiring new and repeat donors.

### **Duties and Responsibilities:**

#### **Event Planning and Execution:**

- Collaborate with the Director of Philanthropy to develop event plans, budgets, and timelines for annual signature events, including marketing, media, and communications campaigns.
- Integrate event plans with Development Team strategies, encompassing donor engagement, and ensure they meet financial targets.
- Provide administrative and leadership support to event committees.
- Collaborate with suppliers and vendors to negotiate event requirements, such as venues, catering, décor, sound equipment, and other necessary resources.
- Oversee event plans, ensuring that all activities and logistical aspects progress on schedule and within budgetary constraints.
- Draft scripts, speaking notes, and event program for senior leadership and volunteers representing Our Place at events.
- Formulate sponsorship proposals and coordinate event plans, including drafting sponsorship agreements.



## Hope and Belonging

- Cultivate relationships with non-financial donors involved in product drives and in-kind donations (e.g., tenant supplies, clothing, sock drives, food, etc.)
- Provide supervision by directing, coordinating, and training campaign volunteers.
- Utilize established creative design and brand elements to create event marketing collateral, such as invitations, posters, postcards, newsletter features, and signage.
- Steward sponsors and guests according to fundraising best practices and maintain records in Raiser's Edge.
- Represent OPS at community events.
- Collaborate with businesses and organizations for sponsored meals and donor acquisition.
- Engage businesses and community groups in supporting Our Place.

### Skills and Abilities:

- Strong ability to present ideas in a clear, concise, and engaging manner.
- Self-motivated with the ability to develop measurable outcomes and achieve results.
- Able to work independently and as part of a team.
- Excellent interpersonal, verbal, and written communication skills.
- Detail oriented.
- Excellent computer skills and proficient use of Microsoft Office applications; Fundraising software and databases.
- Ability to do some basic graphic design.
- Ability to understand best practices for fundraising.

### Qualifications:

#### **Education and Knowledge:**

- Grade 12, plus completion of a minimum of a certificate program in event coordination, marketing, or fundraising.

#### **Training and Experience:**

- Two (2) years recent related experience in event coordination, fundraising, marketing, or related field, including one year of supervisory experience.

OR a combination of education, training, and experience.

### Working Conditions:

**Shifts:** Full time – Monday to Friday – 37.5 hours per week. May be required to work occasional hours on weekends and holiday during events.

**Compensation:** \$28.32 – \$32.51 per hour

**Benefits:** Vacation accrued at a rate of 6%. Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

**This position requires union membership.**

**How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. on Tuesday, December 19, 2023 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Ryan Brost, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “File #23.117 – **Community Relations and Events Coordinator**” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.