

Société Alzheimer Society

KENORA/RAINY RIVER DISTRICTS

VOLUNTEER & EVENTS COORDINATOR

One-year contract

The Volunteer & Events Coordinator will be responsible for coordinating Volunteers. Assisting with special events promotion and activities, including community relations and office team support.

Job Description:

- ❖ Recruit, train and supervise Volunteers at events and specific projects
- ❖ Contribute to donor development and develop recognition activities
- ❖ Assist with the coordination, implementation and execution of special events
- ❖ Assist with media, marketing and advertising
- ❖ Evaluate fundraising and events by developing tracking and evaluation tools
- ❖ Create, develop and coordinate promotional materials
- ❖ Distribute promotional materials (posters, brochures, newsletters) to increase awareness and outreach
- ❖ Assist with preparing proposals, grant applications and sponsorship requests
- ❖ Initiate and maintain social media presence, web and print communications

Qualifications:

A recent (within the last three years) graduate of a post secondary Degree or Diploma Program from a recognised University or College. The position is for a first job post graduate in the candidate field of study.

- ❖ Proficient use of Microsoft office, Adobe or willingness to learn
- ❖ Excellent written and oral communication skills with the ability to write grant proposals and requests
- ❖ Demonstrate organizational skills, ability to learn and meet deadlines
- ❖ A valid driver's licence, access to vehicle and willingness to travel as required
- ❖ Ability to work independently and within a team setting in a fast-paced environment

Please email resume and cover letter by December 4, 2020:

Alzheimer Society of Kenora/Rainy River District

ATTN: Rossana Tomashowski, Executive Director

Email: info@alzheimerkrr.com

Visit us at www.alzheimer.ca/krr

FUNDED BY



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