



Job Opportunity with the Child Witness Centre
Events Coordinator
Approximately 25 hours per week

As the Child Witness Centre continues to grow, we have an exciting part-time opportunity for a highly-skilled events and administrative professional. We are looking for an enthusiastic and dynamic individual to lead all aspects of the development and coordination of new and existing Agency and Third-Party Events as well as utilize administrative and interpersonal expertise to help solidify and grow our Event Sponsor and Donor relationships.

The Child Witness Centre provides support, education and advocacy through the criminal justice system for children and youth, and their families, who are or may become victims or witnesses of abuse or crime. Our caring, compassionate professionals walk with these brave young people on their journey through the criminal justice process, helping them, and their families, have a voice and fostering healing, hope and wellbeing.

Reporting to the Director of Development, in your role as the Events Coordinator you will be responsible for:

- Identifying, developing and coordinating Child Witness Centre Agency and Third Party Event efforts including:
 - Developing workplans
 - Managing event processes
 - Coordinating meetings and resources
 - Working with team to prepare all necessary communications material
 - Creating and achieving event budgets
 - Coordinating event day needs including venue and logistics needs.
- Sourcing and securing revenue that ensures each event achieves revenue target.
- Ensuring an individualized, highly-tailored approach to Donor and Sponsor stewardship is enacted including the development and auditing of sponsorship grids for each event.
- Continuing the re-imagining and growth of both the Youth Symposium and Pancake Lunch along with looking for opportunities to develop and execute new signature events for the Agency.
- Actively seeking out new Third Party Event opportunities with a focus on developing and stewarding committee, donor and sponsor relationships.

- Partnering with the Resource Development Coordinator to ensure all donor information, event invitation and participant lists are captured into appropriate databases, including Sumac and MailChimp.
- Contribute to overall goals, strategies, workplans and budgets of the Agency
- Provide overall support to Agency as required

Education, Experience and License Requirements:

- Minimum of a college diploma or equivalent experience in related field (i.e. special events management, fundraising, public relations).
- Minimum of two years' related work experience.
- Valid driver's license with minimum \$1million liability coverage and access to vehicle.

Competency and Knowledge Requirements:

- Proficient with Microsoft Office suite.
- Experience with CMS platform an asset.

Demonstrated Skills and Abilities Required:

- Passionate about, and inspired by, the work of the Child Witness Centre.
- Excellent administrative, processing, problem-solving and people skills.
- Highly organized, with strong attention to detail and high standards for producing quality work.
- Ability to cultivate and maintain strong working relationships with media contacts, event partners, donors, supporters, volunteers and business contacts.
- Possess a professional and positive attitude in a changing environment with the ability to learn and adapt quickly.
- Ability to prioritize daily tasks and demonstrate time management skills.
- Ability to manage multiple priorities, deadlines and budgets from difference sources.
- Strategic thinker with excellent proactive, analytical, project management and problem-solving skills.
- Excellent written communication skills and confident public speaker.
- Prepared to work varying hours and a flexible schedule (including weekends and evenings).

The Child Witness Centre requires all new hires to submit a current Police Vulnerable Sector Check and a Family and Children's Services Check.

Please email your cover letter and resume in confidence to:

Sally Sarachman
 Director of Development
careers@childwitness.com

More information about the Child Witness Centre can be found at www.childwitness.com.

We thank all applicants for applying, however, only candidates selected for an interview will be contacted. All inquiries will be kept in strict confidence. Please note that the deadline for submitting a cover letter and resume to the above email address is **Friday, July 20, 2018**.