



Where childhood thrives, war does not.

Position Title	Event Coordinator
Start Date	Mid June, 2023
Location	The organization is based in Toronto, Canada with work from home arrangements. The successful candidate may need to come into the office once per week for in-office-related tasks.
Reports to	Senior Manager, Events and Partnerships
Background	<p>War Child Canada is a registered Canadian charity based in Toronto that works to accelerate peace and disrupt the cycle of violence by investing in and empowering local communities to build brighter futures through comprehensive, evidence-informed programs that foster resilience, self-reliance, and self-determination.</p> <p>War Child is globally recognized for our grassroots, community-driven model of humanitarian action that's rooted in collaboration and entirely locally led. Over the years, we have developed a solid track record of long-term, sustainable impact supporting children and families living in areas dominated by conflict.</p> <p>War Child Canada works with some of the most vulnerable populations around the world and are leaders in developing and implementing programs specifically targeting and protecting children, women, and refugees living in the most complex humanitarian environments in Afghanistan, Democratic Republic of Congo, South Sudan, Sudan, Uganda and Yemen.</p>
Position summary	<p>War Child is seeking a highly motivated, organized and enthusiastic individual to assist the Events and Partnerships team with their fundraising activities, event planning (virtual, hybrid, and live events), content creation, partnership development and execution, artist and creator outreach, research, and other duties.</p> <p>The Event Coordinator role requires a strategic thinker with time management, good communication, and project management skills. You should have a passion for connecting social change and fundraising with popular passion points (music, entertainment, gaming) and culture across</p>

	<p>the digital and events landscape. Must be well-organized and competent in vendor management.</p> <p>Experience with live and/or virtual events (including P2P), graphic design, copywriting, and content creation is an asset.</p> <p>Taking direction from the Senior Manager Events and Partnerships, this individual will work diligently to support and increase War Child Canada's profile and revenue.</p> <p>Must be able to work remotely.</p>
Responsibilities	<p>This position takes place in a fast-paced, productive work environment. You will acquire important transferable skills in fundraising, event management and business development under the guidance of experienced and successful professionals.</p> <p>The assignment includes:</p> <ul style="list-style-type: none"> • Assist with the logistics and planning of integrated, high-impact fundraising events and campaigns (virtual and live). • Graphic design of promotional and marketing content. • Contribute to vendor and sponsor outreach and management. • Project management including building workback schedules and ensuring timely partnership tracking and fulfillment. • Assist in the development of creative partnership, sponsorship, and influencer/celebrity engagement materials. • Writing of solicitation materials, partnership reports, donor follow-up, and reports as required. • Analysis of industry landscape including researching event, artist /celebrity and brand partnership opportunities. • Assist with departmental reporting and financial reconciliations, updating tracking documents. • Attend and report meetings. Produce contact reports post-meetings. • Coordination of department activities calendars. • Assist with other research, writing and providing administrative support as required.
Qualifications	<p>Education:</p> <ul style="list-style-type: none"> • In progress post-Secondary degree or Diploma, preferably in Fundraising, Event Management, or Communications <p>Experience:</p> <ul style="list-style-type: none"> • Experience in fundraising and in a non-profit environment would be a great asset <p>Skills and Knowledge:</p> <ul style="list-style-type: none"> • Experience using Microsoft Office • Excellent organizational skills and ability to work well under pressure

	<ul style="list-style-type: none"> • Demonstrated experience in problem solving • Analytical skills • High attention to detail and accuracy • Experience using Canva or similar would be an asset <p>Other attributes:</p> <ul style="list-style-type: none"> • Ability to effectively and professionally communicate with stakeholders from all backgrounds • Ability to work well with a team and cross functionally • Ability to work in a remotely • Adaptability and flexibility with changing priorities • Ability to remain focused and meet targeted timelines • Positive attitude and the ability to take responsibility and be accountable. • Respect for others
Compensation	17.00/hour
Application process	<p>Interested applicants are invited to send a curriculum vitae and an accompanying cover letter electronically to:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of 'Event Coordinator – [insert your name]'</p> <p>Only those applicants selected for an interview will be notified. We regret we are unable to entertain phone calls. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Safeguarding Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit www.warchild.ca.</p>
Deadline	Deadline for applications 19 May 2023