



JOB POSTING

Media / Special Events Coordinator

JOB SUMMARY

The Media / Special Events Coordinator will complete tasks and duties related to the coordination of the Annual General Meeting, Power of Being A Girl Conference, Boys4Real Conference, Women of Distinction, and Walk a Mile in Her Shoes. This person will also be responsible for marketing and fund development.

WAGE

\$23.29/hr

MAJOR RESPONSIBILITIES

- Assist with the creation of sponsorship packages and secure sponsors for the events
- Assist with the creation and distribution of event and program materials including but not limited to: banner displays, program brochures, display boards, sponsorship and nomination packages, souvenir booklet, tickets, posters, annual reports, etc.
- Liaise with potential sponsors, event participants and the general public
- Create and post information on the website and social media
- Administrative duties
- Other duties as required

SPECIFIC DUTIES

Fund Development/Sponsorship

- Prepare kits/material for prospective sponsors
- Secure sponsors for the event(s)
- Review/Revise Nomination and Sponsorship Package and post on website
- Liaise with sponsors and public to coordinate advertising, number of participants at event, payment, etc.
- Utilize Fundraising databases to secure sponsorships and/or donations
- Research funding sources, and prepare funding proposals
- Step in to assist with accounts receivable, accounts payable, and payroll in the absence of the Finance & Personnel Clerk.

Coordination

- Work cooperatively with planning committees to support the implementation of special events
- Liaise with event partners to coordinate venue, meal(s), signage/decorations, entertainment, etc.
- Communicate with media to secure sponsorship, coverage, and attendance at special events
- Prepare meeting agendas, minutes, and correspondence

- Act as liaison between the recipients and the Women of Distinction Committee
- Answer phones and be available to answer questions and calls from community

Marketing

- Create advertising to promote the programs & Services
- Regularly update the website and social media platforms

SKILLS / QUALIFICATIONS

- Post Secondary degree or equivalent.
- Minimum two years development experience, including annual campaigns
- Knowledge of fund development principles and public relations
- Strong organizational, administration, telephone and interpersonal communication skills, with strong attention to detail
- Strong word processing, desktop publishing, and spreadsheet experience
- Demonstrated experience with WordPress and Social Media Platforms such as facebook, twitter and instagram
- Skill in preparing written reports and presentations
- Solid writing, editing and presentation ability
- Professional demeanor, flexible and able to respond to multiple demands
- Able and willing to take responsibility
- Bilingual preferred

Submit cover letter and resume to:
Marlene Gorman, Executive Director
YWCA Sudbury
m.gorman@ywcasudbury.ca