



EVENTS COORDINATOR- Maternity Leave Replacement

Reporting to: Executive Director

Position Type: Part-time (15 hrs. per week), contract, hybrid role

Location: Pointe-Claire (West Island)

Timeline: August 2024 to April 2025

Position Summary: Under the supervision of the Executive Director the Events Coordinator organizes all aspects of the Women's Centre special events to raise awareness of women's issues, raise crucial funds for the Centre's programs and engage the community and its participants.

Event Management Responsibilities

- Provide leadership for all Women's Centre special events, such as the annual Welcome Event, International Women's Day Celebration, 50th Anniversary event and other fundraising initiatives.
- Work with the Volunteer Director to coordinate volunteers from our membership to help at events.
- Develop and manage logistics timelines for all events.
- Manage event registration lists and participant communications.
- Assist with publicity and promotion of events.
- Monitor budgets and provide forecasts for event revenues.
- Coordinate post-event meetings with committee and staff.
- Create and manage event materials (posters, tickets, sponsorships, etc.).
- Coordinate visibility and communications with event sponsors/partners.

QUALIFICATIONS

- Degree in communications, marketing or event management or other relevant experience
- Experience in a community organizations is an asset.
- Highly motivated, efficient, adaptable, positive and energetic profile.
- Work independently and in a team environment.
- Focused and attentive to detail.
- Excellent oral and written comprehension/expression skills.
- Bilingual (French and English) is a must.

Why work with us?

- Passion for women's issues and initiatives that improve quality of life for women
- Small team of 6 (who are energetic and supportive!)
- Free Childcare during the day (if needed)
- Flexible schedule and working hours
- Closed during the holiday period (2 weeks)
- Hybrid working environment

Please send your resume to Isabelle Prosnick, Executive Director by email to director@wiwc.ca before July 12th.