

Event Coordinator (one-year contract; two positions available)

Location: 180 Duncan Mill Road Suite 100, Toronto, ON

Have you heard about our big changes? That's right Girl Guides of Canada–Guides du Canada as launched a new vision, mission, look and feel as it continues to provide a safe space to empower girls to be “Everything she wants to be”. With our new vision of, “A better world, by girls” and our mission, “To be a catalyst for girls empowering girls”, we are excited to build on our 100+ year history to ensure that we are relevant to today’s girl. Guiding is where a girl can shine as she takes the lead, explores new challenges and meets the most important person in her life - herself - all with the support of girls and women who will be by her side every step of the way. Her next adventure starts with Guiding. Does yours?

To support our new mission, we are currently seeking two Event Coordinators to provide administrative and logistical support to our amazing adult members who plan girl-centered events and activities so they can continue to deliver events that WOW our girl members. As staff, support to our volunteers includes, but is not limited to:

- Working with event leads (often volunteers) to understand and help fulfill their vision as well as provide critical feedback to ensure consistent quality
- Managing event registrations (e.g. registration software, waitlist and refunds)
- Working with a communications team to develop necessary messaging for members and event participants leading up to, during, and after the event
- Supporting the development of event merchandise, collateral and signage
- Provide ongoing support to members and registrants
- Working with local venues to secure spaces, negotiate contracts and organize logistics, such as food and beverage, space layouts, rentals and onsite labour

If you thrive when keeping things organized, have great attention to detail, patience and the empathy to help busy people understand processes, all while working with a team of highly committed colleagues who are putting the girl at the center of everything they do, then this role might be a great fit for you. Make sure that you have the Basics before you apply...

The Basics

- Related degree or diploma (Business Administration, Event Management, Volunteer Management) or equivalent work experience
- 1-2 years’ experience working in an office environment
- Intermediate knowledge of MS Office – Word, Excel, OneNote and Outlook
- Demonstrated ability to provide excellent customer service
- Strong data entry skills that combine attention to detail, low error rate and speed
- Skilled at setting priorities and managing time
- Familiarity with Girl Guides of Canada and experience in the voluntary sector is an asset

Final Details

- Full time, one-year contract starting immediately
- Typical office hours 8:30 to 4:15 M-F
- Reports to the Event Administrative Manager

Does this sound like you? Then apply today!

Submit a cover letter and resume (as one file) by Friday, February 21, 2020 to HR@girlguides.ca.

***Kindly reference the position title in the subject line of your email message.**

We thank all candidates for their interest. Only those selected for an interview will be contacted.

Upon request, Girl Guides of Canada-Guides du Canada will make reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to People & Culture.

