



Job Description Volunteer/Event Coordinator

Job purpose:

The Volunteer/Event Coordinator will recruit, engage, train, schedule and ensure recognition of volunteers at the Agape Centre. Working in collaboration with fund raising committees, this individual will provide leadership in planning, coordinating and executing fund raising events and will be the principal conduit in which all event planning communications are handled.

Responsibilities/Duties:

- Effectively recruit suitable individuals for a variety of volunteer roles
- Creating and building relationships with community organizations to grow our volunteer base
- Coordinating orientation sessions, networking and training to provide volunteers with knowledge and skills to assist in the organization
- Ensuring volunteers are engaged through consistent and effective communication
- Coordinating recognition efforts to thank and recognize volunteer commitment
- Maintaining a database for tracking information, hours, schedules and event participation
- Scheduling and coordinating volunteers to assist in all areas of the Centre
- Coordinating fund raising events which involves decision making input on external resources, managing event processes, coordinating meetings, managing event budgets
- Development of media, marketing materials, announcements, photo opportunities and social media marketing for special events
- Maintaining, organizing and managing existing events from concept to completion, ensuring they operate smoothly, efficiently and generate maximum revenue and exposure
- Working alongside event related committees as required
- Coordinating guest lists, food service arrangements, décor planning, staffing of volunteers and all necessary preparations for each event

Requirements/Qualifications:

- Post-secondary diploma required, preference for a post-secondary degree in a related field (marketing, public relations, event planning)
- Bilingualism is a definite asset
- Personable and able to develop a positive rapport with individuals while maintaining a strong sense of professionalism
- Demonstrate a high level of flexibility, pleasant persona coupled with sound judgment; discreet and able to maintain confidential information

- Ability to set priorities and manage workloads with minimal supervision; work independently on several projects concurrently
- Excellent written and oral interpersonal communication skills; media relations experience is an asset. *Presentation and written skills will be tested.*
- Comfortable in a leadership role; ability to mentor and coach
- Project management, organizational and prioritizing skills; problem solving and organizational skills; attention to detail is imperative
- Strong computer skills a must; proficiency in Microsoft Word, Excel and Publisher is required. *Computer skills will be tested.*
- Attention to detail is critical; experience in planning and implementing events including expertise in attracting sponsorships
- Must be a team player and have the ability to work with a diverse group of individuals (ranging from Agape management, corporate leaders, staff and volunteers) and be self-motivated

Working conditions:

- Must be available to supervise and attend special events; at times requiring evening and/or weekend work
- Must be able to work in a busy, at times hectic environment with distractions
- Must be comfortable in an office environment and able to work with several people at any given time

Please send ALL of the following documents to be considered as a candidate:

- 1) CV
- 2) cover letter explaining how you meet each of the qualifications,
- 3) a 3-4 paragraph statement explaining your understanding of hunger as it relates to this community.

to: Lori Greer, Operations Manager
 40 Fifth Street West, Cornwall, ON K6J 2T4
 FAX: 613.933.4971
 or email (pdf please) to: lgreer@agapecentre.ca

Applicants should quote Job#: Coordinator2012

DEADLINE for applications: Friday, October 12, 2012 at 5:00p.m. The proposed start date is October 22, 2012.