



Position: Events Coordinator

Salary/Hours: \$16.55/hr for 35 hrs/week for 8 weeks - with the ability to work evenings and weekends

Location: Hybrid - In-person will be in the Willowdale community

Reporting to: Marketing and Events Manager

NeighbourLink is seeking an energetic Events Coordinator who is passionate about creating memorable experiences and fostering community connections. The Events Coordinator will be a motivated and enthusiastic writer and content creator who loves logistics. The Events Coordinator is responsible for coordinating and implementing the organization's internal and external communication initiatives to various stakeholders and audiences including; neighbours, volunteers, small businesses, churches and agencies.

The successful candidates will have great written and verbal communication skills. The candidates will create promotional materials and presentations, write newsletters, and develop content for our website and social media to effectively deliver NeighbourLink's message to our stakeholders. They will also help create programming and events for the Willowdale community, this includes and is not limited to fundraisers, seniors events, community events and more

Details: The Communications and Events Coordinator will be primarily responsible for:

Events and Administration (50%)

- Coordinating meeting schedules, agendas, action and follow-up items.
- Emailing businesses for partnership and sponsorship opportunities.
- Ensure Marketing and Communications folders and contacts are up-to-date.

Coordinating events alongside the Marketing and Events Manager.

Marketing and Communications (25%)

- Developing marketing materials for NeighbourLink's programs and events ensuring branding uniformity in content/messaging.
- Preparing key communications content including the news you can use, and posters
- Writing and editing email newsletters using Mailchimp following timelines.
- Designing and editing graphics for print or web as needed.

- Create events online and send out all necessary communications to participants.

Social Media and Website Management (25%)

- Developing new relevant and meaningful content on Canva to post on our social media platforms through Hootsuite. This includes writing copy, taking photos, creating graphics, and editing videos.
- Reviewing and updating content on our website www.neighbourlink.org using Wix.

Qualifications:

- Minimum Grade 12 and/or any previous work-related experience is an asset.
- Experience assisting, planning and implementing events.
- Experience in community engagement and outreach and enthusiasm for creative, transformative community programs
- Experience working with volunteers and community partners.
- Excellent attention to detail; strong written and verbal communication skills
- Practical written and oral communication skills and computer literacy
- Proficiency in Google Suite is required (spreadsheets, docs, etc.).
- Proficiency in Canva and social media organizer would be considered an asset.
- Able to multitask and demonstrate flexibility in taking on new tasks as they arise.
- A vulnerable sector screening is required as part of the hiring process.

All applicants must meet the requirements under the Canada Summer Jobs Agreement with Employment and Social Development Canada as outlined:

- Is between 15 and 30 years of age (inclusive) at the start of employment;
- Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

About Us: NeighbourLink North York is a Christian community development organization located in Willowdale, North York. Our mission is to engage and empower neighbours to care for each other in practical, relational and sustainable ways that gives everyone the opportunity to live out their potential. We believe transformation happens when we work together as neighbours to address the gaps and needs around us, including poverty and social isolation. As a Christian organization, we have spiritual practices including silence, contemplation and prayer are a part of our meetings. We do not require our

employees to be of Christian faith, but we ask applicants to be respectful of these practices and invite them to participate according to their level of comfort.