

My Sea to Sky - Events Coordinator

About My Sea to Sky:

My Sea to Sky is a people-powered environmental organization that was founded in 2014 to inspire and empower British Columbians to safeguard the spectacular natural legacy of Howe Sound.

We organize educational events; coordinate research; build partnerships and respectful relationships; lift up First Nations voices and culture; and facilitate public engagement with our municipal, provincial, and federal governments.

We aim to inspire our community to become activists, and make it as simple as possible for people to take action at critical moments.

Join our team of passionate changemakers.

Job Description:

The Event Coordinator plays a strong role in helping the organization achieve their education and outreach objectives by developing and executing scheduled events over the summer.

This position reports directly to the Executive Director (ED) of My Sea to Sky.

Responsibilities:

Event Coordination

- Coordinate education and outreach events over the summer, from concept to completion, ensuring they operate smoothly and efficiently.
- Liase with the Social Media Coordinator to develop media, marketing materials, announcements, video, and photo opportunities.
- Work with the ED to develop communications and networking in support of special events, and assist with development of new opportunities to build community awareness.
- Build relationships with supporters and sponsors.
- Respond to enquiries from the public about events.
- Assist with media engagement and event promotion.
- Coordinate venue rental, food service arrangements, permits, insurance, potential speakers, bands, MC's, as required.
- Liase with and coordinate subcontractors related to events.

Volunteer Coordination

- Work with the Volunteer Coordinator to identify the number of volunteers required, and schedule and assign tasks.
- Provide training and orientation to volunteers as required.
- Oversee event volunteers and report back to the Volunteer Coordinator on their performance.

Administration

- Represent My Sea to Sky in a professional manner.
- Organize meetings to help coordinate events.
- Manage ticketing, registration, and funds received.
- Manage digital event organization through online platforms.
- Coordinate production and distribution of printed materials (flyers, posters).
- Update ED on the status of events during weekly meetings.
- Produce written reports and records documenting event success.

Management

- Manage any associated budget or expenditures.
- Attend meetings as required.
- Manage any grievances that arise to resolve conflict.
- Use time tracking software (Toggl) to keep track of your hours and specific tasks.

Required skills & attributes:

- Relevant education and/or experience in event coordination.
- Able to work autonomously on a range of varied tasks and projects, and take the initiative doing whatever it takes to get the job done.
- A flair for organizing and attention to detail.
- Excellent problem solving skills.
- Experience coordinating teams and working as part of a team.
- Excellent communication skills (written, verbal, listening).
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- Ability to deal with information in a confidential manner and respond with sensitivity.
- Computer literate (websites, e-communications, Skype, Google docs, Word, Excel)

- Passionate about the environment and social change.
- Friendly, self-motivated, patient, confident, and professional.
- Organized, creative, and resourceful.
- Ability to build strong, collaborative relationships.
- Willingness to learn through reflection, evaluation, and by giving and receiving feedback.

Helpful but not required:

- Serving it Right certification

Position requires your own:

- Computer
- Internet
- Cell phone

Location:

Based in Squamish, working from home

Hours:

35 hours per week for 8 weeks, between June 1st and August 16th 2019

Flexible on days & hours (will require some work on weekends)

Compensation:

\$18.00/hour plus benefits

Candidate eligibility:

Funding for this position is provided by the Canada Summer Jobs program. Candidates must be:

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

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Application process:

At My Sea to Sky we know our capacity to win is increased when our team has a diversity of backgrounds and experience. We encourage applicants from a diversity of genders, cultures, languages, and experiences to apply.

To apply, please submit a brief CV (no more than 2 pages) documenting your experience and qualifications relevant to this role; and a brief letter detailing how you meet the qualities we are looking for and why you would be the best person for this role (no more than 2 pages).

Submit your CV and letter to: info@myseatosky.org

Please apply by 5.00pm, Friday 23rd May 2019.