



Ottawa Humane Society Job Description

Job Title:	Coordinator: Events
Reports to:	Manager: Events

JOB PURPOSE

The Coordinator: Events is responsible for supporting the fundraising programs of the Ottawa Humane Society (OHS) by coordinating and executing fundraising and community engagement events

DUTIES AND RESPONSIBILITIES


- Support the planning and execution of OHS and community events
- Create materials to promote the OHS and its events
- Steward community event partners
- Seek sponsorships and other forms of support for OHS events
- Maintain, stock, and order event materials, and maintain event floats
- Maintain key contacts and manage records through online software and services databases
- Ensure that event funds are collected and accounted for
- Perform event evaluation and create reports
- Prepare and deliver written and oral presentations
- Support relationships with OHS donors and community partners
- Maintain and coordinate event resources
- Support the activities of coworkers, volunteers, students and work placements and provide orientation and training as required
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies, procedures, and collective agreement
- Produce and maintain accurate reports, records, and files
- Participate in supervision, evaluation, training and other meetings as required
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Represent the OHS in a professional manner
- Participate in public relations and promotional activities as required
- May be required to assume some of the responsibilities of the Manager: Events

• QUALIFICATIONS

- Post-secondary school degree, diploma or certificate – event management or fundraising preferred
- Minimum of two years' experience working in event coordination, preferably in a not-for-profit environment
- Experience working with, and managing, volunteers
- Experience with CRM database, preferably Raiser's Edge is an asset
- Proficiency in Microsoft Office Suite
- Full professional proficiency in spoken English and professional working proficiency in written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee will be required to work evening, holiday and weekend shifts
- Employment is conditional upon successful completion and maintenance of current Standard First Aid CPR-C and AED certification
- Employment is conditional upon having and maintaining a valid driver's license
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Approved by:	
Date approved:	June 2020
Last reviewed:	