

Join a team of passionate and dynamic event professionals

Renowned for its leadership in philanthropy in Atlantic Canada, the QEII Foundation is currently seeking an event logistics expert to join our Special Events team as an Event Coordinator for a six-month contract starting in May 2021.

Reporting to the Development Manager, Special Events & Partnerships, the Event Coordinator contract position requires a detailed oriented, passionate and highly motivated individual who will help support the planning and executing the QEII Foundation's signature, high-profile and Atlantic Canada's largest fundraising event, *Ride for Cancer*.

The role requires a high level of professional standards and motivation, sound ethical practices, and the proven ability and track record of planning and executing major events. They will have the ability to communicate effectively with a wide variety of internal and external stakeholders (i.e. vendors, participants, volunteers, etc) and understand how to align the organization's fundraising needs accordingly.

Do you have a passion for creating unique experiences, dig for solutions, and overcome challenges in a fast-paced environment without breaking a sweat? Read on!

Role & Responsibilities:

- Assist and coordinate event logistics for *Ride for Cancer*
- Coordinate procurement for all event logistics requirements
- Liaise with all vendors and suppliers to coordinate and manage project requirements
- Build and manage relationships with event community partners
- Lead planning and execution of all event community partner activations
- Assist in development and execution of event risk mitigation and safety protocols
- Assist *Ride for Cancer* road and trail leads in development and execution of plans
- Work closely with Marketing & Communications team in coordinating collateral and assets related to planning and execution
- Work closely with Event Experience & Partnership Officer with determining roles and responsibilities for all event volunteers based on event logistics plan
- Work closely with Social Communities & Communications Coordinator in providing event-based social media content

Position Qualifications:

- Post-secondary education, at either the university or community college level in event, sport management or related field
- Required 5-7 years' experience in event related role or industry
- Experience in inventing and self-organizing events and projects
- Event enthusiast, diligent, resilient and passionate personality
- Strong communication skills, structured and well organized team player
- Excellent project and time management skills
- Confidence in taking initiative
- Strong problem solving and decision making skills
- Proficient in Microsoft Office
- Valid driver's license with access to a vehicle
- Physical demands including lifting, carrying and/or handling objects when required
- Ability to work evenings and weekends when required
- Ability to manage day-to-day financials when required
- Previous work experience in directly managing endurance events considerate an asset
- Previous work experience with a fundraising organization also considered an asset
- Comfortable working remotely or in a hybrid combination of office and remote

The wage for this contract position is dependent on qualifications of successful applicant. The QEII Foundation offers a highly collaborative and supportive atmosphere and is an equal employer.

Applicants are asked to submit a cover letter, resume and wage expectations by the application deadline of April 23 to Dianna MacDonald, Development Manager, Special Events & Partnerships at Dianna.macdonald@qe2foundation.ca.

We thank all applicants but advise that only those selected for an interview will be contacted.