

PROJECT & EVENT CO-ORDINATOR

The Organization

Revolutionary is not too strong a word to describe the impact our founders have had on those with spinal cord injury. Most soldiers who sustained an SCI prior to 1945 did not make it home. And of those who did, only 10 per cent lived longer than a year. Our founders envisioned a better, healthier, more inclusive life for people with spinal cord injury and set out to make it so. We are honoured to carry forth that tradition every day in Ontario, as we work for and with people with SCI to live the life they choose.

Job Summary

To help achieve our three strategic priorities: *Expand our impact across Ontario*; *Share knowledge*; and *Amplify our community's voice*, we have created a **new** role within our Marketing & Communications Department for a **Project & Event Co-ordinator**. The Co-ordinator will put their event and project co-ordination skills and insights to work across departments and provincial locations to support our mission, vision and values. The ideal candidate is enthusiastic about organization, developing tools such as critical paths, workback schedules, group calendars, task force agendas, and stick-handling the small details, along with the big issues of any project or event that comes their way.

(Our provincial office is located at (Bayview/Eglinton); however the site for this new position will be determined, depending on the location of the successful candidate and may be considered for a home office arrangement anywhere in Ontario).

Reporting to the Manager, Marketing & Communications, you will: (but not be limited to the following):

- In consultation with department heads and provincial colleagues, develop and manage annual calendar of key events, confirming project lead, goals, audience, budget, etc.
- Co-ordinate, plan and promote all aspects of core SCIO events across the province, including community, webcasts, fundraising, government relations, all-staff meetings, receptions, program and campaign launches, trade shows, workshops, information sessions, etc.
- Oversee the production and/or procurement of event related collateral, resources and promotions, including audio/visual needs, photography/video, accessibility supports, web posts, announcements, listings, invitations, eblasts, presentations, scripts, gifts, signage, registration desk materials, programs, thank-you letters, feedback tactics, etc.
- In consultation with department heads and provincial colleagues, identify key projects, confirming goals, audience, timelines, components and deliverables.
- Oversee the support request process for the Marketing and Communications Department, acting as liaison with other departments and colleagues in the efficient management of all projects and initiatives.

- As main contact with select external vendors and consultants, co-ordinate and communicate project needs, clarifying expectations around deliverables, organizational standards and conventions, budgeting and invoicing.
- Provincial travel required on a scheduled basis
- Valid Ontario driver's license and the use of an appropriately insured reliable vehicle preferred (travel expenses reimbursed)
- Evening and weekend work required to attend events
- Perform other related duties, as assigned

Skills and Qualifications:

- University degree, diploma, certification or equivalent experience in Event Management, Project Management, Communications, Public Relations, Marketing or Business
- 1 to 3 years of experience in event and project management, preferably in a not-for-profit or charitable environment
- Knowledge in event/project management strategy and best practices
- Advanced computer proficiency using Microsoft Office, Adobe Acrobat, PowerPoint, project management software such as Asana, event planning software, and of online meeting products such as Go-To-Meeting, Adobe Connect, or Zoom

This is an excellent opportunity for someone who thrives in a dynamic, positive environment and has the experience, skills and passion to create efficiency within a busy workplace and engage a vibrant community in creative and efficient ways.

Given the essence of Spinal Cord Injury Ontario, lived spinal cord injury experience will always be considered an important criterion among the criteria that are part of any given search. SCI Ontario is an equal opportunity employer dedicated to achieving accessibility in employment for persons with disabilities, while ensuring inclusive, barrier-free selection processes and work environments.

Reasonable and appropriate accommodation will be provided during the recruitment process upon request and addressed confidentially. We thank all applicants; however, only those under consideration will be contacted.

This position may require a Police Record Check and credentials verification. Please forward your resume and corresponding cover letter with salary expectations in confidence by February 22, 2019 to: Human Resources, SCI Ontario, 520 Sutherland Drive, Toronto, ON M4G 3V9, Fax: 416-645-3265, E-mail: hr@sciontario.org.