

EVENTS COORDINATOR

(Summer Student)

Hours: 30hrs per week, 8 weeks

Are you the one who makes a difference in your community? We want you on our team!

As an Events Coordinator, you'll assist with fundraising and special event activities, awareness and administration and general office support. This is a rare opportunity to learn all about the rewarding work that the Alzheimer Society does every day!

Responsibilities:

- Represent the Society at local events to promote programs and services, fundraising activities (i.e. Farmer's Markets, Fairs and other venues) to create awareness
- Assist with planning, organizing and coordinating fundraising and special events to support the Society's charitable goals
- Prepare existing programs to execute and distribute marketing and promotional materials
- Provide reception support, greet visitors and completing mailing, filing and data entry activities
- Other duties as required

Qualifications

- Proficiency in Microsoft Office, including Word, Excel
- A valid driver's license with access to a vehicle (at least three days a week)
- Organized, time management and detail oriented
- Excellent written and verbal communication skills
- Outgoing and able to work within a team setting
- Must be a full-time student intending to return to their studies in the next school year.

Please e-mail your resume and cover letter by May 25, 2018 at noon to:

Rossana Tomashowski, Executive Director
Alzheimer Society of Kenora/Rainy River Districts
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