



**The Parkdale Activity-Recreation Centre:
"A community where people rebuild their lives."**

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www.parc.on.ca

Registered Charity: 129678231RR0001

Special Events Coordinator

Location: Toronto

Position type: 35 hours/week

Contract period: 8 weeks (summer)

Salary: \$21.00 /hour plus 4% vacation pay

Posting date: May 10 2024

Closing date: May 24, 2024

SUMMARY

These positions will relate directly to students studying special event management, fundraising, marketing and/or volunteer management. This position is for youth between 15-30 years of age and is funded by a contribution from Canada Summer Jobs program.

These positions require a high degree of detail orientation, some problem solving and exceptional communication and administrative organizational skills. The positions report to the Resouce Development Department.

PARC is a community agency serving socially isolated individuals; individuals who do not usually participate in events promoted for the general public, in community and/or civic engagement activities or outreach strategies. Our special events aim to bridge the gap between PARC members and the broader south Parkdale Community.

You will receive a detailed orientation to workplace health and safety including all office equipment and its safe use. You will be introduced to neighbourhood emergency services, demographics and service context. You will receive training in WHMIS, AODA and risk assessment.

Required Skills & Abilities:

- Special events, marketing and volunteer management experience
- Proven computer, internet and data base skills, with proficiency in Microsoft Office Suite
- Experience developing and working with spreadsheets
- Attention to detail imperative.
- Ability to work in a well-organized manner, with accuracy and thoroughness
- Skilled at interpersonal relations and problem solving and a thorough understanding of the delicate nature of donor-relations
- Possess excellent written and oral communication skills including drafting reports, and drafting professional office communications
- Ability to work as a team member
- Ability to work independently and initiate work activities; ability to multi-task
- Must ensure the confidentiality of sensitive member, staff and financial information
- Works well under pressure, and effectively deals with deadlines
- Demonstrates respect for diversity and issues related to poverty, mental health and newcomers

Specific Duties:

1. Support communications lead on social media; and internal communications
2. Recruit and Support volunteers coordinating PARC special summer events
3. Assist in overseeing annual client satisfaction survey for Drop-in programs and activities.
4. Assist in the development of an orientation manual and related policies for new staff and volunteers
5. Attend and participate in weekly department and monthly organization-wide meetings
6. Filing, photo-copying, word processing, minute taking & distribution
7. Perform other duties as requested from time to time.

Please forward your resume/cover letter:

As a condition of employment, the successful candidate must be fully vaccinated for COVID-19 and provide proof of their vaccination status prior to the start of employment.

PARC is an equal opportunity employer and encourages applications from people who are reflective of the diverse communities we serve. We strongly encourage applicants with lived experiences, from Aboriginal communities, people of all races, colours, ethnic origins, religions, disabilities, and sexual orientations to apply. We recognize that equitable access to employment is an agent in social change.

Interested candidates should e-mail their resume in pdf format along with a cover

letter to: jobs@parc.on.ca (Subject: Special Event Coordinator).

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

If you have any requirements for accommodation due to disability, please advise Human Resources during the recruitment and selection process. We will work with you to best meet your needs as per resources available to us.