

# Alzheimer Society

DURHAM REGION

Title: Event & Volunteer Coordinator  
Status: Full Time Contract (10 months)  
Reports to: Director, Community Engagement

## **Position Summary:**

The Event & Volunteer Coordinator is a key member of the Community Engagement team and is responsible for the coordination of events and agency-wide volunteers by managing the execution of event logistics, including, sponsorship, prize requests, event participant relations, committee liaison, volunteer management and promotion.

## **Responsibilities:**

### **Events**

- Coordinate fundraising activities to support all appropriate Alzheimer Society events
- Organize and execute our special events, third party events and assist with the IG Wealth Management Walk for Alzheimer's, including the solicitation of gifts and prizes, in-kind sponsorship, mailings, brochure distribution, donor relations and promotion to increase participation in the events
- Develop and promote relationships with individuals, community organizations and businesses to further grow our events and third-party fundraising
- Prepare mail merges and correspondence and perform administrative tasks
- Assist with all physical aspects related to the events - including packing and lifting boxes where necessary
- Maintain meticulous records for events

### **Volunteer**

- Responsible for all aspects of the volunteer management cycle including recruitment, screening, orientation, training, supervision & recognition of all agency volunteers
- Develops, implements, reviews, evaluates and updates volunteer policies and procedures
- Develops volunteer job descriptions for all positions
- Maintains complete and accurate documentation records related to volunteer engagement
- Develops appropriate schedules according to program needs
- Provides volunteer training in conjunction with program staff
- Ensures agency program need for volunteers is met
- Provides ongoing feedback and conducts volunteer role evaluations
- Coordinates and provides direct supervision of volunteers onsite and offsite when applicable

- Organizes and implements an annual volunteer recognition event (April)

### **Qualifications:**

#### **Education**

- Postsecondary degree/diploma in volunteer or project management, event management, human/social services or related discipline or an equivalent combination of education, training and expertise
- Minimum of two years progressive experience in event management or volunteer management role
- Certification in Volunteer Administration/Volunteer Management is an asset

#### **Experience**

- Experienced in organizing special events
- Strong project management, organizational, time management and coordination skills
- Adult education experience an asset
- Ability to work effectively with volunteers at all levels of an organization
- Superior communication skills, verbal, written and interpersonal skills
- Experienced at public speaking

#### **Other Knowledge, Skills, Abilities or Certifications**

- Shows initiative, flexibility and resourcefulness
- Demonstrates above average problem-solving abilities
- Works well as part of a team and is also able to set individual priorities
- Meticulous attention to detail
- Ability to work under pressure and manage multiple projects and deadlines
- Thorough working knowledge of: Microsoft Word, Excel, Publisher, Outlook and databases (Raiser's Edge)
- Experience in a not-for-profit organization preferred
- Bilingualism considered an asset
- Flexible with the ability to work evenings or weekends on some occasions
- Valid Ontario Driver's license and vehicle available to travel throughout Durham Region

### **Travel Requirements:**

- Adhering to Public Health Guidelines, travel may be required when able to meet with donors, third party hosts or attending events etc.

### **Physical Demands:**

- No special physical demands are required beyond the performance of general office duties
- Significant periods sitting at the computer, but with the opportunity to move away from the work station

- Sensory attention is required for the majority of the work day (looking at computer screen, reading documents, etc.)

**TO APPLY:**

- Please submit your application to [jobs@alzheimerdurham.com](mailto:jobs@alzheimerdurham.com) quoting “**Event & Volunteer Coordinator**” in the subject title no later than Friday, April 9 at 4:00 p.m.

No phone calls please. We thank you for your interest in applying to the Alzheimer Society of Durham Region; however, only candidates selected for an interview will be contacted.

The Alzheimer Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Disclaimer

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.

Approved: March 2021