Volunteer Toronto

Job Description

Position Title: Program Assistant, Events
Position Type: Canada Summer Jobs (30 hours per week, 10 weeks)
Reports to: Manager, Training
Start Date: August 16, 2021
Compensation: $14.25/hourly

Volunteer Toronto is Canada's largest volunteer centre with over 40 years of experience connecting volunteers to the organizations that need them. Our services empower local volunteers to find opportunities that make a positive difference in their community. Through online training and resource development, we also educate and help non-profit organizations and community groups run successful volunteer programs.

As Program Assistant, Events, you will support the planning, coordination and execution of Volunteer Toronto's major events for volunteer seekers and volunteer management professionals. This role is best suited for someone with strong organizational and logistical planning skills, a creative and collaborative mindset, and exceptional communication skills.

You'll be joining a vibrant team of caring and passionate staff. We pride ourselves on our fun and inclusive culture and foster a friendly working environment. All Volunteer Toronto employees are introduced to our internal anti-racism, anti-oppression, diversity, equity and inclusion discovery process as part of their role with the organization.

Core Competencies

- Organization and time management
- Teamwork & collaboration
- Relationship development
- Ability to multi-task
- Attention to detail
- Cultural competence
- Relationship development

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Responsibilities

Event Coordination, Logistics and Execution (65%)

- Collaborate with the Manager, Programs to coordinate and execute Volunteer Toronto's virtual youth volunteer fair
- Support outreach and promotion of events to non-profit organizations and community groups
- Coordinate the logistics of non-profit engagement registration and digital engagement
- Work closely with Volunteer Toronto's event partners on event sponsorship, outreach and promotion
- Coordinate event-day logistics for non-profit presenters and community partners
- Coordinate stakeholder communications and documents as applicable

Event Research & Planning (30%)

- Work with the Manager, Training to design and plan Volunteer Toronto's conference for managers of volunteers
- Collect feedback from volunteer manager stakeholders to inform conference planning via surveys and discussions
- Research and source ideas for conference programming, event technology, and promotion strategy

Professional Development (5%)

- Invest in networking and skill development by accessing in-house and partner driven training opportunities and administrative association meetings.

Requirements

- Excellent communication skills, over phone, video call and email
- Experience with event planning and coordination (experience with digital events an asset)
- Ability to relate to people from all backgrounds, cultures and abilities
- Proficiency in Microsoft Office
- Ability to work well independently in a virtual environment
- Ability to quickly learn new digital platforms
- Friendly and professional demeanor both over the phone and online

- Experience with event sponsorship appeals an asset
- Passionate about volunteering; previous volunteer experience an asset

Eligibility

To be eligible for Canada Summer Jobs, youth must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Volunteer Toronto is dedicated to building a workforce that reflects the diversity of the community in which we serve and are committed to providing an inclusive and accessible workplace. We encourage applications from individuals of all races, ethnic origins, religions, abilities, gender identities and sexual orientations.