



United Way
East Ontario

WORKING WITH COMMUNITIES
IN PRESCOTT-RUSSELL, OTTAWA,
LANARK AND RENFREW COUNTIES

COMMUNITY SECONDMENT PROGRAM

2023 POSITION DESCRIPTION

Role:	Officer - Events and Special Projects
Department:	Communications and Marketing
Reports to:	Manager- Events and special projects

PURPOSE OF ASSIGNMENT

The Events and Special Projects Officer supports a wide range of high-profile public events intended to build relationships with key stakeholders and enhance the profile of United Way East Ontario.

Working closely with colleagues at United Way, third parties, sponsors, affinity groups, and external suppliers to maximize the effectiveness of events in supporting organizational objectives.

The Officer supports logistical elements of these events, including outreach to suppliers and venues, drafting script and promotional materials, utilizing communications tools, monitoring the progress of the project and reporting back on project status to the Manager.

The two primary event portfolios assigned are the GenNext and Community Builder Programs

RESPONSIBILITIES

This is a results-oriented position that demands careful attention to detail. The outcomes of this job are very public, both internally and externally and decisions and actions can sometimes be scrutinized closely. Failure to effectively implement and manage could lead to reputation damage, lost revenue and/or damaged relationships with stakeholders and suppliers.

The job is deadline driven with many conflicting deadlines. Decisions are being made and evaluated and sometimes re-evaluated regularly.

This job also requires both the ability to be creative and extremely organized in order to produce events that are on time, on budget, are enjoyable to those who attend and communicate the messages outlined for the event.

Responsibilities include:

- Facilitate successful completion of project activities and deliverables through the development and management of the project.
- Content creation specific to the event and its promotion – including scripts, scenarios, promotional content.
- Liaise with the digital team to create and update special event communications on the web and write copy for event – script, promotional content that is consistent with the requirements of the events
- Report on project status and new developments on an ongoing basis
- Identify on a timely basis all project barriers; identify and implement strategies and approaches to overcome these barriers.
- Assess volunteer requirements for event, create volunteer roles and responsibilities and assign roles to staff designating staff with appropriate skills to the corresponding roles
- Brief and supervise staff volunteers at assigned events, ensure they are fully briefed on their role and responsibilities.
- Work with external suppliers to deliver event supplies and services on time and within budget. Supplies include but are not limited to, production, AV, lighting, catering, venue, entertainment, special effects, photographer, video production, collaterals and promotional goods, local artists/art installations etc.
- Negotiate quotes, hire and assess work, research services, book suppliers, communicate and oversee suppliers' deliverables, brainstorming and problem-solving with suppliers as required.
- Oversee event registration

ASSIGNMENT DURATION

This assignment is a full-time position for one year starting in June, July or August 2023.

QUALIFICATIONS

- Experience working in project management and/or event management for a large company with high external visibility
- Experience facilitating multiple stakeholders in a complex environment
- Experience negotiating and coordinating with external parties and event suppliers –caterers, event audio/visual, lighting, production, performers and stage designer suppliers

- Experience creating, directing and overseeing the production of script, scenarios, event-related collateral material, including print and digital.
- Experience using Microsoft Office, Power Point, Excel, and SharePoint and project management tools.
- Knowledge of Wrike, Eventbrite, WordPress, Hootsuite, and MailChimp an asset.
- Bilingualism considered an asset.
- Ability to work in a fast-paced, multi-faceted environment
 - Must have a keen eye for detail
 - Highly organized
 - Ability to multitask
 - Flexibility and ability to take initiative
 - Ability to exercise good judgment and decision-making often under pressure
 - Demonstrated capacity for both independent and collaborative work.
- Exceptional interpersonal skills and ability to project manage internal and external stakeholder groups
- Excellent oral and written communication skills in English (French would be an asset)
- Strong problem-solving and collaborative skills, ability to manage competing interests and ambiguities
- Demonstrated time management skills, the ability to direct both activities and resources through tools such as a critical path
- Ability to be flexible and stay organized, including the proven ability to adapt to a dynamic project environment and manage multiple projects at the same time

BENEFITS OF THIS ASSIGNMENT

- Meet interesting people throughout our region, including businesspeople in leadership roles, agencies serving our communities; and volunteers who support United Way East Ontario's work.
- Engage in work that has a positive impact on my community.
- Learn new skills and refine and expand existing skills.
- Learn more about the community, including the changing demographics of our region, unique aspects of different neighborhoods, and the role of United Way in ensuring we are helping those in need.
- Contribute to making our community stronger, healthier, and safer for all.

HOW TO APPLY

Community Secondment Program benefits, terms and conditions are available on our website. Applicants should review this material with their manager and obtain their manager's approval to apply.

To apply please forward your resume and a cover letter (maximum 500 words) to csantamaria@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission