



Big Brothers Big Sisters of Waterloo Region

Position: Special Events Coordinator

Position Type: 35 hours per week

Application Deadline: November 1st, 2018

Start Date: As soon as possible

About Us

Big Brothers Big Sisters of Waterloo Region (BBBSWR) is a leader in offering quality mentoring programs for children and youth in Kitchener, Waterloo, Cambridge and the surrounding Townships.

The Role

We're looking for a Special Events Coordinator to join our team who will report to Mallory Boyer, Resource Development Manager. You will be responsible for developing and implementing all our special events, including Bowl for Kids, Taps & Apps and our Annual Golf Tournament. You will be responsible for creating event plans and driving the execution of the event and providing a post event evaluation.

We're looking for someone that will take ownership of our signature events and continually drive improvement by coming up with new ideas and will continually iterate on our event delivery to maximize results. We will encourage and enable you to try new things, test new strategies, and learn new techniques. We're really excited to add a team member who will push our events and brand to the next level!

What You'll Do

- **Event Management:** ownership over all our signature events throughout the year, including budget, and post evaluation
- **Plan & Execute:** develop, monitor and update critical paths for special events
- **Sponsorship:** Identify and solicit event sponsorships, auction items and prizes
- **Volunteer Management:** coordinate and manage event committees and recruit new members where appropriate
- **Relationship Building:** develop and maintain relationships with event participants, teams, sponsors, and third party funders
- **Marketing:** assist in the marketing and promotion of signature events
- **Continuous Improvement:** Identify new ways to enhance the event experience and when needed develop new and innovative fundraising events
- **Donor Management:** manage all aspects of the donor management database, including data entry and integrity, preparation of reports and mailing lists

Who You Are

- You have 1+ years' experience in fundraising, event management or marketing
- University degree, college degree or post-secondary diploma
- You have experience creating an event plan and executing against it

30 Duke Street West, Suite 302, Kitchener, ON N2H 3W5
P: 519.745.0180 • F: 519.742.7656 • www.bbbswr.org
Charitable #: 131877177 RR0001

start something





Big Brothers Big Sisters of Waterloo Region

- You're a natural relationship builder and able to establish and maintain positive working relationships with internal and external stakeholders
- You're creative and thrive when coming up with new ideas and how to make things better
- You're a team player work cooperatively to set goals and achieve them
- You're highly organized and able to manage multiple priorities with ease
- You are results driven and have many examples of creating a plan and following through
- You're a problem solver and do not get flustered easily, you're able to come up with actionable solutions
- You thrive when working autonomously and know how to set priorities and meet deadlines
- Valid driver's licence, reliable vehicle and clear police check

What we offer

- Meaningful work
- Passionate team members
- Open concept office downtown Kitchener
- Casual dress code
- Flexible working hours
- Work life balance
- Opportunity to give back to your community

Location:

30 Duke Street West, Kitchener

How to Apply

Please apply by sending your resume to Mallory Boyer, Resource Development Manager
mallory.boyer@bbbswr.org.

In the email please answer the following questions.

1. Why do you want to work for Big Brother, Big Sisters?
2. Tell us about a recent event you've been a part of what you learned from it

