



JOB POSTING

Date Posted: 30-March-2015

Deadline for Submission: 13-April-2015

This is a Contract Position to cover a Maternity Leave

All interested applicants are asked to submit their resumé, quoting “Community Engagement & Events Coordinator” in the subject line, to:

hr@ottawamission.com

We thank all applicants for their interest in The Ottawa Mission, however only those selected for interview will be contacted.

JOB TITLE: COMMUNITY ENGAGEMENT & EVENTS COORDINATOR

REPORTS TO:

SENIOR MANAGER, MEDIA & COMMUNITY RELATIONS

DEPARTMENT:

MEDIA & COMMUNICATIONS

JOB LEVEL:

OPERATIONAL SUPPORT

Core Purpose and Mission Statement

The Core Purpose of the Ottawa Mission is to reflect Jesus' love in serving the homeless, the hungry, and the lost.

Our Mission is to provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life.

Vision & Values

Our Vision is to become a collaborative leader and innovator in empowering those we serve in transitioning to wholeness.

Our Values are Acceptance, Respect, Compassion, Integrity and Independence

Position Purpose

Reporting to the Senior Manager of Media & Community Relations, this position is part of a small team that coordinates & supports existing and new Ottawa Mission events (internal and external) as well as community outreach initiatives. This position also works closely with the Volunteer Services department and the Ottawa Mission Foundation to help the organization build stronger community and corporate relationships.

Major Responsibilities

- Active member on planning committee that coordinates annual external events, such as Mission Possible Half Marathon, Starbucks Holiday Cheer & Coldest Night of the Year walk
- Coordinate Ottawa Mission resources for internal Ottawa Mission events (other than the 3 annual holiday dinners)
- Project lead on Corporate Group engagement and special group volunteering initiatives

JOB TITLE: COMMUNITY ENGAGEMENT & EVENTS COORDINATOR

- Conduct tours of The Ottawa Mission for interested community members, donors or volunteers
- Develop and implement outreach programs to local churches, colleges and universities etc.
- Develop Ottawa Mission speakers bureau and oversee public speaking engagements and public presentations to groups
- Conceive and help coordinate new community events
- Adhere to all organizational health and safety requirements

Other Requirements

Education:

- University Degree or College Diploma in Communications, Public Relations, Event Planning or an equivalent discipline

Experience:

- 3-5 years of experience in non-profit organizations, preferably working with volunteers
- Minimum of two (2) years' experience in Event Planning

Qualifications:

- Excellent organizational and inter-personal skills, including in the area of building and maintaining networks
- Experience planning a variety of events
- Outgoing personality with experience working in a team environment
- Strong communication and public speaking skills
- Highly organized and detail oriented
- An understanding of 3rd party community events, special campaigns and event based fundraising
- Ability to establish priorities and multi-task
- Strong computer skills and the ability to maintain records and database
- Flexibility in work hours (occasional evening & weekend hours required)
- Valid driver's license required
- Bilingualism (English/French) considered an asset

Working Conditions:

- Must work to, sometimes strident, deadlines, manage and respond to competing priorities
- Travel may be required.
- Overtime as required
- Intermittent physical activity including walking, standing, sitting, and lifting
- Interacts with employees and public at large