



POSITION: Special Events Coordinator (part-time)
LOCATION: Richmond, BC

WHO ARE WE?

Arthritis Research Canada is an independent, not for profit charitable organization that is home to Canada's largest clinical research institution. Created in 1999, Arthritis Research Canada's mission is driven by the vision of its Board of Directors, Research Scientists and staff who are focused on arthritis research aimed at arthritis prevention, early diagnosis, better treatment, and improved quality of life.

Arthritis Research Canada is located directly across the street from the Lansdowne Centre skytrain station in Richmond, a 20 minute commute from waterfront station in Vancouver. For those who drive, we provide free parking.

POSITION OVERVIEW:

We're looking for an energetic self-starter to join our fund development team as a part-time **Special Events Coordinator**. This position will have responsibility for planning and managing our signature event, oversee 3rd Party events, and donor receptions. This position requires someone who has superb attention to detail and who excels at being organized, multi-tasking, and taking initiative.

RESPONSIBILITIES:

- Working with the Director of Development, develops and implements an overall plan for the events portfolio, including critical paths and their management.
- Working in partnership with volunteer committees, strategize and coordinate special event execution.
- Monitors critical paths for event logistics and support.
- Monitors budget. Sources quotes.
- Coordinates collaterals, from development, to liaising with graphic designer, to print.
- Inspires, motivates and supports staff and volunteers to fully engage in events.
- Ensures quality guest experience at events and attends to relevant donor stewardship.
- Other duties as required to meet the needs of the role and organizational goals.

SKILLS AND ABILITIES

- Minimum 3 to 5 years of experience in event planning, volunteer management, and donor relations.
- Superior organization and problem-solving skills, with a high degree of initiative.
- Demonstrated computer skills, with competency using advanced features of Microsoft Office (Word, Excel, PowerPoint, and Outlook) and the Internet.
- Excellent communications skills: verbal, written, interpersonal, and phone manner.
- Social media competency.
- Positive attitude, innovative, and creative.
- Ability to multi-task and adapt to changing situations and reprioritizing of tasks to successfully meet deadlines.
- Ability to work with staff, Board members and donors with tact and diplomacy.
- Assist in the stewardship and maintenance of donor and volunteer relationships.
- Included in your background will be experience working with cross functional teams, including marketing and communications.
- Experience with a donor database (Raisers Edge preferred).
- Sound knowledge of CRA guidelines regarding event and gift-in-kind donations is an asset.
- Ability to work the occasional evening or weekend.

This is a part-time position (Tuesday, Wednesday, Thursday). Work hours are 9:00 am – 5:00 pm.

Applicants must have a valid BC Driver's License and access to a vehicle.

Arthritis Research Canada offers a competitive wage and benefits package.

Please forward your resume and covering letter to;

Director of Development
Arthritis Research Canada
5591 No. 3 Road Richmond, BC V6X 2C7
FAX: 604-207-4059
Email: jobs@arthritisresearch.ca

Application deadline Friday, September 20, 2019

No phone calls please. Only those selected for an interview will be contacted.