

Job Title: Community Organizer

Number of weeks: 8

Hours per week: 35

Hourly pay: \$16.55

This position is funded by Employment and Social Development Canada through the Canada Summer Jobs program

Summary:

Under the direction of the Executive Director, the Community Organizer will support the effective coordination, delivery and facilitation of our core events and spring and summer fundraising directives serving communities throughout Halton Region & beyond. We require an experienced event management professional to manage the coordination of a virtual and in-person (combo) event this spring and summer, while also contributing to marketing, stakeholder outreach and administrative responsibilities.

Specific Tasks & Responsibilities:

- Lead the planning, coordination and delivery of our Ramadan, Eid, Islamic History Month etc
- Manage employer recruitment for event, including: Eventbrite registrations, phone calls, Zoom meetings, emails
- Manage marketing for the event in conjunction with the needs and guidelines of involved partners
- Attend in person or virtual local events and meetings to promote MACC initiatives
- Assist staff with preparations and promotions for upcoming events
- Contact stakeholders throughout the region to secure registrations
- Prepare and distribute media releases to support upcoming events
- Prepare promotional materials, documents, reports and presentations
- Provide day-of-event leadership in both face to face and virtual capacities
- Research and create content for newsletter and social media
- Summarize program and event feedback
- Create presentations and slideshows for upcoming events
- Connect with past and current stakeholders to solicit interest in upcoming events and programs
- Contribute to grant reports, tracking of deliverables, tracking of SMART goals and writing new grant applications

Qualifications

- Event management experience both face to face and virtual would be an asset
- Experience with at least one major virtual event platform would be an asset
- Experience with Eventbrite would be an asset
- Good verbal and written communication skills
- Experience making cold calls and also calling warm leads
- Proficient in Microsoft office suite
- Demonstrated ability to act as a professional representative of our organisation at all times



- Public speaking skills would be an asset
- Experience with workshop facilitation or other program delivery would be an asset
- Ability to create design items in Canva would be an asset
- Social media knowledge and skills would be an asset