



Internal/External Job Posting #2017-038

SHARE Family & Community Services Society has the following employment opportunity:
Events Assistant – Casual On Call

Posting Date: October 19, 2017
Start date: Ongoing
Location: Various locations in the Tri-Cities
Classification/Salary: \$19.77 - \$22.48 per hour plus 9.8% in lieu of benefits.
Grid level: Program Coordinator 1, 12A

This is an HSA Bargaining Unit Position and requires Union membership. This position is open to male and female applicants.

Summary:

Under the direction of the Director of Fund Development, the Event Assistant will provide integral support to the SHARE Fund Development team. As a key member of the team, you will be involved with planning event support logistics, manage packing and unloading SHARE and 3rd party event supplies, assisting with set up and tear down of events and with maintaining continued communication with team members and donors.

This casual on call position has a flexible schedule, (set in consultation with the Director of Fund Development) that will include evening and weekend work, especially between November 15 - December 24, the busy holiday season. **A valid driver's license and use of a vehicle is a requirement.**

Duties and Responsibilities:

- Works in partnership with the Events & Fund Development Officer to support all community third party and SHARE events.
- Assists with the coordinating of volunteers to support event activities.
- Ensures the necessary facilities, equipment and materials are available for campaigns and food drives.
- Set up and tear down events where SHARE will be in attendance.
- Represents the agency at community events where requested.
- Supplies Events and Fund Development Officer with event related data.
- Assists in all pre-event preparation and on the day provide support as required by the Events and Fund Development Officer.
- Performs other related duties as required.

Qualifications Required:

- Post-secondary diploma in a relevant field or equivalent experience that includes event planning.
- Strong written, verbal and group presentation skills.
- 2 years recent related experience in fund development, fundraising, event planning or an equivalent combination of education, training and experience.

Required Knowledge, Skills, and Abilities:

- Excellent interpersonal, oral and written communication skills.
- Ability to behave in an ethical and discrete manner including ensuring appropriate confidentiality.
- Ability to effectively organize and prioritize work in an environment subject to changing deadlines and interruptions.
- Ability to seek advice and guidance when needed (ambiguity) to meet the satisfactory completion of their duties
- Demonstrated commitment to a collaborative teamwork style.
- Able to lift a minimum of 35 lbs. and up to a maximum of 55 lbs.
- Comfortable driving a cube van and a 3 tonne truck.
- Knowledge in the social services and/or non-profit sector an asset.

Forward resume & cover letter stating posting #2017-038:

Valerie Hutton, Director of Fund Development | valerie.hutton@sharesociety.ca

Closing Date: November 19, 2017

SHARE is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of visible minorities.