



Special Events Coordinator (Student)

SPECIAL EVENTS COORDINATOR, FUND DEVELOPMENT – SUMMER STUDENT

The Special Events Coordinator will assist in implementing the YWCA signature fundraising special event YW WALK A MILE IN HER SHOES to increase fundraising revenue and the profile of the YW, and assist with additional responsibilities as required.

Resource Development staff are expected to exercise compliance with the YW Resource Development Ethical Fundraising Policies; adhere to Canada Revenue Agency regulations; ensure constituent information is accurately recorded; and provide stewardship in accordance with guidelines.

This position is available to students who are returning to post-secondary institution no later than November 1, 2019.

WHAT MOVES YOU

- You feel invigorated by working at multiple worksites ensuring cleanliness, and preventive maintenance
- Making a difference and work for a great organization affecting positive change in the community
- Troubleshooting problems under minimal or no supervision

WHAT YOU'LL DO

- Assist in coordinating all aspects of the YW WALK A MILE IN HER SHOES fundraising event including event logistics, website support, record keeping, etc.
- Stewardship of donors and event participants including ensuring recognition is applied, attending meetings and events, conducting tours, etc.
- Represent YW at this event, and others.

WHAT YOU'VE DONE

- 1-2 years' of event planning or related work.
- Gained some strong customer service experience and can demonstrate a professional and personable style.
- Used Microsoft Office applications effectively, including Word, Outlook, Excel.
- Worked in databases and websites and have a basic understanding of how both work.
- Well-developed writing, presentation and verbal communications skills.

If you want to work to change lives, we want to meet you.

Competition Number: 2019035

Deadline: **April 23, 2019**

www.ywcalgary.ca/work-with-us

Apply today with **covering letter, salary expectations and resume** to careers@ywcalgary.ca