



FUNDRAISING AND EVENTS COORDINATOR (SUMMER STUDENT)

FUNDRAISING AND EVENTS COORDINATOR - SUMMER STUDENT, RESOURCE DEVELOPMENT DEPARTMENT

Voted one of Maclean's Top 100 Charities of 2020, YW Calgary provides preventive and restorative services to women and their families to help them thrive. YW is committed to supporting people experiencing domestic violence, advocating for mental health, and enabling women's economic prosperity.

The Fundraising and Events Coordinator will assist to increase the fundraising revenue and profile of YW through coordinating aspects of the annual fundraising activities of YWCA including two YWCA signature fundraising special events; the International Day of the Girl and the YWHISPER Gala. This position will also support the communications and stewardship activities of fundraising by way of writing, reporting, data processing and entry, data analytics and research.

WHAT MOVES YOU

- Your positive attitude and love for connecting with people on the phones and in person
- Your ability to inspire and mobilize others with your excellent communication skills
- You enjoy helping people make a difference in the community
- Your exceptional customer service skills makes things easy

WHAT YOU'LL DO

- Support team in reaching fundraising goal and attendee targets
- Connect with community members, solicit silent auction items and provide other event support
- Oversee ticket sales and attendee registration, act as point of contact for questions
- Contribute to the development of event marketing strategies and work with marketing team on deliverables
- Website content creation and regular updates
- Provide sponsors with excellent customer service and support activation elements
- Support with event logistics
- Ensure accurate donor information records
- Write compelling thank you letters, impact reports and other ad hoc reporting
- Collaborate with other YW departments
- **This is a summer position with a possibility to stay on a few hours per week. Some evenings and weekends may be required**

WHAT YOU'VE DONE

- 1-2 years of experience in event planning, customer service, marketing or a related field;
- Proficient in the use of Microsoft Office
- Knowledge of database, website management and social media is an asset;
- Well-developed writing, presentation and verbal communications skills;
- Respond to direction as well as take initiative;
- Strong organizational and administrative abilities with attention to detail;
- Ability to multitask and prioritize;
- Lifting required in preparation for and during YWCA special events and promotional events

ELIGIBILITY

- A Canadian citizen, a permanent resident, or person protected under the Canadian [Immigration and Refugee Protection Act](#) and legally entitled to work and study in Canada.
- International students and Temporary Foreign Workers are **not** eligible for CSJ.
- Resides in Alberta with Alberta address.
- Returning to post-secondary institution to continue studying full-time no later than November 1.
- Must be enrolled in a program that will result in a Certificate, Diploma, or Degree. Technical training for Apprenticeship is not eligible.
- Not currently employed at the YW Calgary.
- Not immediately related to the Board of Directors, owners or staff responsible for hiring in the organization.
- An interest in not for profit charitable work and service to the community.

As a condition of employment, YW Calgary requires the successful candidate to be fully vaccinated. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional case by case basis; YW Calgary will adhere with its obligations under the Alberta Human Rights Act.”

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

Competition Number: **2022032**

Deadline: **June 10, 2022**

www.ywcalgary.ca/work-with-us

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

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.