



Events Assistant

Job Title:	Events Assistant
Reports to:	Manager, Fund Development & Events
Employee status:	Full-Time / Contract
Description updated:	Jan 2024

WHO ARE WE?

Scleroderma is a hard word and a harder disease, with no known cause or cure.

Scleroderma Canada is a CRA-registered non-profit charity dedicated to the rare disease, scleroderma. We work closely with patients, caregivers, medical professionals and volunteers to raise awareness and funds for research, to provide education and to advocate for patient rights. In May and June, we have priority efforts to celebrate Scleroderma Awareness Month. This role would support many of the organization's digital communications initiatives related to building public awareness, patient support and education, and fundraising events.

We have applied for funding under the Canada Summer Jobs Program 2024. In anticipation of funding approval, we are inviting interested candidates to apply for the following opportunity:

Digital Communications Coordinator

LOCATION: 41 King William St. Suite 203, Hamilton, ON (located above The Mule).

Pending approval, this opportunity is funded by the Canada Summer Jobs program and is subject to the following criteria:

To be eligible, applicants must:

- **Be between 15 and 30 years old**
- **Be a Canadian citizen, permanent resident, or a refugee**
- **Be legally entitled to work in Canada in accordance with relevant provincial/federal legislation.**
- **Not be receiving Employment Insurance benefits while working.**

This position will be for (8) eight weeks, 35-Hours a week, (May-June)

RATE OF PAY: \$17/hour

Essential Duties and Responsibilities

1. Reports directly to Manager, Fund Development & Events
2. Assists with creation and logistics of mail and email campaigns for patient support and education, awareness, advocacy and fundraising efforts using Mailchimp (e-mail marketing tool).
3. Supports June Awareness/Make a Move events and campaigns
4. Support the team in meeting or exceeding fundraising goals by assisting the execution of various fundraising events and programs in alignment with regional and national plans.
5. Contact Media liaison for advertising fundraising events and other patient related news.
6. Maintain database of event photos in shared Dropbox



7. Assist with the design and distribution of promotional material for fundraising, June Awareness events, National Conference, and other (as required).
8. Work with team members to identify and maximize event revenue generation opportunities e.g., ticket sales, silent auctions, raffles, table sales, teams, golf foursomes, etc.
9. Work with team members on the solicitation and follow up with sponsors and other event participants.
10. Prepare media packages for local and national media. Maintain a master media list.
11. General reception duties such as answering phone calls, ensuring callers are appropriately transferred to other extensions in the office, filling out donation forms as requested for the bookkeeper to process, etc.
12. Handles all interactions with a high degree of professionalism and respect. (Ongoing)
13. Performs all other duties as assigned. (Ongoing)

Skills and Experience Preferred

1. Post-secondary education in a relevant program or equivalent experience
2. Microsoft Office (Word, Excel, PowerPoint, Outlook)
3. Strong written communication and editing skills. Proofreading and attention to detail.
4. Exceptional organizational abilities, time management skills with an ability to meet deadlines, multitask and prioritize assigned duties
5. Experience working in event coordination, event planning or project management is an asset
6. Social Media experience is preferred
7. Collaborative relationship-builder
8. Achievement-oriented; a goal-setter