



## EVENTS LEAD

### About Spinal Cord Injury BC

Spinal Cord Injury BC (SCI BC) is the go-to resource for the spinal cord injury (SCI) community. But we're so much more than your typical disability organization. We're a national leader in Peer Support, we excel at helping people form social connections and challenge themselves, and we take pride in developing our information resources. We're innovative—we like to push the envelope and try new things. And we tell powerful stories through our magazine, videos, and donor communications about how our members adapt, adjust and thrive after an injury.

All of our staff come from various backgrounds and areas of expertise but we all share one thing: passion for people. We challenge, support, and inspire one another. We are invested in each other's personal and professional development and foster a flexible, fun, and dedicated office culture.

We are growing our team of high-performing, innovative people with a passion for positive change. If that sounds like you, read on.

### Peer Program Events Lead: Job Description

**Reporting to the Manager of Philanthropy**, this part-time position is responsible for supporting the organization's strategic direction in peer support and member engagement. The applicant will be instrumental in executing SCI BC's Metro Vancouver Peer Program events from March 21, 2018 to September 30, 2018. The position is 22.5 hours per week with the possibility of extension after the contract end.

Job responsibilities will include:

#### **Event Coordination:**

Working with the Manager of Philanthropy, the Events Lead will lead the planning, development and execution of events and activities that will meet Peer Program and SCI BC program goals. The Events Lead will be expected to:

- Lead the development and planning of Peer Program events
- Work with peer coordinators and regional staff to facilitate event planning
- Develop and monitor event budgets
- Coordinate event logistics
- Provide onsite event support
- Solicit in-kind donations and donations of event supplies
- Maintain auction and event-related donation lists

- Coordinate post-event follow-up activities including financial reconciliation
- Assist in identifying potential sponsorship opportunities and recognition as appropriate
- Assist with event-related volunteer recruitment, supervision and training
- Assist in evaluation and reporting of peer events
- Assist with participant recruitment

### **Marketing and Communications**

- Assist in the creation of communications and marketing materials related to Vancouver Peer Program events and activities including copy writing, social media promotion, events calendar and member email newsletters.

### **Fund Development**

- Assist the fund development team in soliciting in-kind donations
- Help to recruit and support fundraising efforts for public and peer-related campaigns

### **About You**

The selected candidate for the Events Lead role will possess the following attributes:

- Dynamic event planning and project management skills
- Excellent organizational and time management skills
- Ability to lead a team
- Big-picture thinking with attention to detail
- Strong team player and collaborator
- Strong written and verbal communication skills
- Experience supervising volunteers
- Able to use MS Office, MailChimp, various social media platforms
- Experience in graphic design or photography would be a great asset

**Education & Experience:** A minimum of two years education and/or related experience in event planning, marketing, communications, volunteer management, or fundraising.

**Please send your resume and cover letter to [hr@sci-bc.ca](mailto:hr@sci-bc.ca) by March 12, 2018** with the subject line: Events Lead