



**Title Community Event Specialist**

**Job Summary:**

We are seeking a creative-minded Community Event Specialist to work on an exciting and unique project. The Community Event Specialist will help design and organize two crowd-funding dinners that will be the source of small grants for youth-led community-building projects.

The concept of the crowd-funding dinners is to invite members of the public to pay an entrance fee to get dinner and a vote. At each dinner, attendees hear up to 6 presentations on community building projects from youth in and from foster care. At the event, attendees eat, talk, share resources, and vote on the project they think benefits the community the most. At the end of the night, ballots are counted and the winning presenter is given the money raised to carry out the project.

**Positions available: 1**

**Reports To:** Community Engagement Coordinator

**Qualifications:**

- Preference will be given to youth with lived experience in government care. For consideration, please self-identify.

**Skills and Knowledge:**

- Event planning
- Public speaking and presentation skills
- Sponsor / donor relations
- Organization, flexibility, and demonstrated ability to prioritize to meet multiple deadlines
- Ability to mentor other youth
- Positive attitude
- Ability to work collaboratively and positively with others
- General computer skills, familiarity with Microsoft Office Suite (Outlook, Word, Excel)
- Knowledge of the non-profit sector

**Requirements:**

- Undergo a Criminal Record Check
- Agrees to the Society's Code of Ethics
- Follows Aunt Leah's Practice Guidelines, Policy and Procedures

July 9, 2019



## ***JOB POSTING***

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### ***Key Duties and Responsibilities:***

- As part of a team, designs, plans and organizes 2 crowd-sourcing dinners
- Solicits and incorporates feedback from Aunt Leah's Youth Advisory Committee on event design
- Recruits youth in-and-from foster care presenters with community-building project ideas
- Assists youth presenters to refine their pitch leading up to the community dinner through practice sessions, workshops and/or other means
- Promotes event to public, donors and to other youth-serving non-profits through networking, holding info sessions, media and social media promotion
- Sources event sponsors and supporters
- Works alongside volunteers to run successful event
- Participates in event debriefs and incorporates learnings into future events
- Contributes to project evaluation and reporting
- Participates as a member of the Aunt Leah's Development Team
- Attends Staff Development, funder learning days, TRRUST Collective Impact meetings and external training as requested

**Compensation:** \$15/hour, 10 hours per week. A few additional hours will be required leading up to the event.

**Work Schedule:** Tuesday and Thursday from 11:30am to 5pm with a 30 minute lunch break. Some evening/weekend hours required.

**Start Date:** As soon as possible

### **How to Apply:**

Interested applicants are invited to email your resume with a cover letter to: [hr@auntleah's.org](mailto:hr@auntleah's.org) with Community Event Specialist in the subject line.

For any additional questions about the posting please call 604-825-8331.