



YMCA of  
Niagara

## YMCA Employment Opportunity

### SPECIAL EVENT/CAMPAIGN ORGANIZER (CONTRACT)

**Start date:** June 28, 2021

**End Date:** 8 weeks from start date \*Contract may be extended for another 11 weeks

**Rate:** \$15 /hr\*

**Hours:** Seasonal Contract– 35 hours per week

Hours of work are primarily Monday to Friday daytime, with occasional evening and weekend work if required.

*\* this is a temporary rate for 2021 due to CSJ funding.*

The YMCA of Niagara is seeking a Special Event/Campaign Organizer to support the Philanthropic work of the YMCA. This position requires an individual who can assist with special event planning and provide support in the implementation of the Stronger Together fundraising campaign initiatives. The Special Event/Campaign Organizer will report to the Manager of Development, will have an interest and passion for building healthy communities and will support the strategic development of fundraising activities to advance the work of the YMCA in Niagara.

### QUALIFICATIONS

- Post-secondary diploma/degree or currently in school for event planning preferred
- Experience in special event planning and campaigns
- Highly developed skills in analyzing, organizing and communication skills, written and oral
- Ability to build and maintain positive relationships
- Proficient using Microsoft Word, and Excel
- Demonstrated ability to set priorities and manage multiple projects
- Strong ability to meet tight deadlines and work well under pressure
- Desire to work in a fast-paced, team environment where duties and reporting levels are shared
- Ability to work collaboratively with a focus on attention to detail and communication of expectations
- Energetic self-starter
- Execute all responsibilities in a manner which is consistent with the Mission, Vision, and Values of the YMCA of Niagara
- A clear Criminal Records Check with Vulnerable Sector Search, issued for the YMCA, will be required upon hire.

### RESPONSIBILITIES

- Work with the Manager of Development to support the design, planning and execution of events including virtual and fundraising events
- Critical path development and time management
- Ensure compliance with insurance and health and safety as required

The YMCA is a charity dedicated to building healthy communities.

The YMCA of Niagara delivers programs in Health & Fitness, Community Outreach, Child Care, Day Camp and Employment & Newcomer Services throughout Ontario's Niagara Region.

We are committed to nurturing the potential of children, youth and families, promoting healthy living and fostering social responsibility within the community.

Operating from 112 sites across Niagara, and supported by 1,500 employees and 840 volunteers annually, the YMCA has a positive impact on the health of over 92,000 individuals annually.

Our focus on inclusiveness and accessibility means we serve people of all ages, backgrounds and abilities through all stages of life. Through the YMCA Strong Kids campaign, the YMCA is accessible to all.

Building healthy  
communities



## YMCA Employment Opportunity

### RESPONSIBILITIES (Con't)

- Enhance programming and fundraising efforts by coordinating volunteers and staff as required
- Work with the Manager of Development in collaboration with YMCA internal Marketing team to ensure successful event promotion
- Provide exceptional and prompt communications with all stakeholders
- Demonstrate flexibility and a willingness to learn
- Complete additional administrative duties as required

*This position is made possible by funding from Canada Summer Jobs. To meet the funding criteria, the successful applicant will be between 16 and 29 years of age at the start of employment, have a clear CRC-VSS and be legally entitled to work in Canada.*

Interested applicants are invited to submit a cover letter and resume to:

**E: [yjobs@niagara.ymca.ca](mailto:yjobs@niagara.ymca.ca)**

When applying, please indicate the position you are applying for in the subject line of your email. Internal applicants are expected to notify their supervisor before applying. Only those applicants being considered for an interview will be contacted.

Accessibility accommodations and materials in alternate formats for individuals with disabilities can be arranged upon request.

For more information on other opportunities at the YMCA of Niagara please visit:

<http://www.ymcaofniagara.org/careers/job-postings/>

Building healthy  
communities