



**Events Coordinator
Temporary Full-time Position**

At Sage, a powerful sense of mission influences everything we do. We want every Edmonton senior to live a full and healthy life, to do as much as they can, as well as they can, for as long as they can. To do this well, to strive to be the best we can be at it, we need great people who are eager to join that mission.

The Events Coordinator will work closely with the community engagement team to plan, promote, and manage key Sage events; ensure effective communication of event-related information internally and externally; foster goodwill and partnership across senior-serving sectors; and maintain a consistent, quality experience that reinforces Sage's reputation as a reliable resource for seniors, their families, caregivers, and senior-serving professionals.

Sage recognizes that our organization has the opportunity to play a unique role in connecting seniors and organizations/businesses that serve seniors with one another. We know that these organizations provide valuable services and products that have the potential to improve the quality of life of seniors in our community, and that our relationship with seniors can be a conduit to making a connection to these resources.

Community engagement is also a critical means of informing and engaging seniors and the community in the services that Sage provides. Via special events, community presentations, information sessions, and public forums, the Events Coordinator at Sage helps to ensure that seniors are aware of and connected to essential resources.

Qualifications of this position include:

- Diploma in Marketing/Communications, Public Relations, Business Administration, Event Management or other relevant education preferred;
- Proven special event, project management, or public relations experience;
- Undergo Police Information Check including Vulnerable Sector;
- Have (and be prepared to use) a vehicle and possess a valid Class 5 driver's license;
- Be able to obtain \$2 million auto liability insurance.

The position is a temporary full-time (35 hours/week) job opportunity for approximately 12 to 18 months. \$42,448 base rate per annum. Rates above the base rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.

For a complete job description, please visit our website: www.MySage.ca

Please submit your cover letter and resume by **July 31st** to:

Miriam Salazar
Human Resources
Sage
15 Sir Winston Churchill Square
Edmonton AB T5J 2E5
Fax: 426- 5175
Email: hr@mysage.ca

While we appreciate all applications, only candidates selected for an interview will be contacted.



POSITION DESCRIPTION

Position: Temporary Events Coordinator

Program: Community Engagement

Reports to: Director of Research and Community Engagement

Date Approved: July 15, 2019

Community engagement at Sage Seniors Association (Sage) includes fund development, sponsorship, member and donor stewardship, major events, publications, communications, adult education and professional development, public relations, student engagement, life enrichment, and volunteer services.

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We also recognize that this unique role as a connector to a large community of seniors is valuable, and when done well, can help to drive the resources that are required for Sage to continue to serve seniors.

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Area of Responsibility	Tasks
<p>Special Events</p>	<p>Project management and oversight of key Sage events, including anniversary, fundraising, and other campaigns; public forums; and senior-centred information and resource fairs. This may include tasks such as:</p> <ul style="list-style-type: none"> ▪ Arranging for venue and equipment, food services, speakers, audio visual and other services required; ▪ Registration and/or ticket sales, set-up and tear-down, and day-of management; ▪ Managing event communications and administration, budgeting, evaluation, and reporting. <p>Engage stakeholders, corporations, and community-based organizations in Sage events through partnership, sponsorship, promotion, gifts in kind, etc. This may include tasks such as:</p> <ul style="list-style-type: none"> ▪ Developing communication tools for soliciting financial support for special events, as required; ▪ Identifying and building relationships with prospective organizations; ▪ Developing and engaging community in innovative partnering and sponsorship opportunities; ▪ Identifying and building on opportunities to engage event sponsors in other aspects of Sage’s work (e.g. advertising, life enrichment programming); ▪ Working with the Community Engagement team to develop and execute a communication plan for each special event (e.g. pre-event publicity, event programs and other materials, speaker invitations, ticket sales, post-event publicity). ▪ Chair event planning committees comprised of Sage staff and other community partners.
<p>Community Presentations and Displays</p>	<p>Work with the Community Engagement and Leadership teams to promote Sage services and programs, and to disseminate information to seniors and their families, caregivers, professionals, and other stakeholders. This may include tasks such as:</p> <ul style="list-style-type: none"> ▪ Collaborating on the development of materials about Sage for various audience to be used in community presentations and booths; ▪ Ensuring consistent brand management in communication materials; ▪ Presenting general Sage information at community events and booths;

	<ul style="list-style-type: none"> ▪ Coordinating requests for presentations and information booths; ▪ Maintaining an inventory of community resources. ▪ Coordinating evaluation of presentations and displays.
Professional Information and Development Events	<p>Work with the Community Engagement and Leadership teams to identify, coordinate, and lead professional development opportunities for staff, volunteers, and other senior-serving professionals. This may include tasks such as:</p> <ul style="list-style-type: none"> ▪ contacting and confirming speakers; ▪ promotion and administration; ▪ coordinating set-up and tear-down; ▪ evaluation and reporting.
Volunteer Coordination	<p>Work with the Community Engagement team to engage volunteers and/or students in all aspects of key Sage events, including supervision and support as required, including:</p> <ul style="list-style-type: none"> ● Presentations Volunteer ● Special event volunteers
Community Relations	<p>Work with the Community Engagement team to support fund development, brand development, and communications.</p> <p>Work with the Communications Coordinator to leverage social media as a platform for promoting events, strengthening partnerships, and building goodwill in the seniors-serving sector.</p> <p>Represent Sage in meetings with donors, funders, community partners, volunteers, etc. as required within the scope of the job description.</p>
Other Duties	<ul style="list-style-type: none"> ▪ Attend regular staff and team meetings; ▪ Provide administrative support to the Community Engagement team as necessary; ▪ Coordinate administration of Sage’s online store; ▪ Participate in special events organized by Sage; ▪ As required and/or assigned.

QUALIFICATIONS

- Diploma in Marketing/Communications, Public Relations, Business Administration, Event Management or other relevant education preferred;
- Proven special event, project management, or public relations experience;
- Undergo Police Information Check including Vulnerable Sector;
- Have (and be prepared to use) a vehicle and possess a valid Class 5 driver's license;
- Be able to obtain \$2 million auto liability insurance.
- Valid driver's license and vehicle.

SKILLS and EXPERIENCE

- Excellent written and verbal communication skills;
- Excellent presentation skills;
- Excellent time management, organizational, and administrative skills;
- Self-motivated and able to work as part of a team;
- Ability to work effectively and efficiently in a fast-paced environment and able to consistently meet deadlines;
- Knowledge and/or experience working in the seniors-serving sector is an asset.
- Graphic design experience is an asset.
- Experience working with, coordinating, and supervising volunteers is preferred.

HOURS OF WORK

Temporary full time position (35 hours/week) for approximately 12 to 18 months.

Approximately 35 hours per week, office hours to be determined between 8am and 4:30pm depending on the needs of the role and the preferences of the individual. This position will require occasional evening and weekend work (e.g. community presentation, event).

SALARY

\$42,448 to \$61,208 per annum. Rates above the base rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.