



## **Support, every step of the way**

### **INTERNAL & EXTERNAL JOB POSTING**

**Job Title:** Special Events & Volunteer Coordinator

**Program:** Resource Development

**Posting Date:** October 2, 2017

**Status:** Full-Time – Non Union

**Location:** 52 Catharine St. N. and other sites as required

**Job Posting:** # 862

**Effective Date:** ASAP

**Purpose:** Plan, coordinate and implement Wesley Urban Ministries' special events, volunteer program and 3rd party fundraising events

#### **Duties:**

1. Plan and implement Wesley's special events including sponsorship, participation, permits, venue logistics, and promotional material (ex. Case for Kids Walk, Run, Ride, Wesley Open Golf Tournament, Raising the Roof Toque Campaign etc.)
2. Invite businesses, groups and individuals to host 3rd party fundraising events for Wesley Urban Ministries and promote and recognize individuals and community groups holding 3rd party fundraising events;
3. Responsible for meeting fundraising targets related to special events and 3rd party events;
4. Organize bi-annual Church Contact Network Meetings for our Church connected volunteers;
5. Organize volunteer schedule and support Sunday dinner volunteers, volunteers who sort donations and Christmas & Holiday Store volunteers;
6. Work with Wesley's Program Managers and Supervisors to determine Wesley's volunteer needs, with the responsibility to promote and recruit opportunities in the community;
7. Respond to interest about volunteering at Wesley Urban Ministries and guide individuals through application process, matching them with available volunteer opportunity and providing orientation;
8. Work with Wesley Program Managers and Supervisors to ensure all volunteer data is updated and available, such as contact information and volunteer hours;
9. Add volunteer contact information into raiser's edge and ensure volunteer excel spreadsheets are updated;

10. Ensure Wesley's Volunteer Operations Manual is implemented and reviewed, such as the orientation of new volunteers, volunteer job descriptions and decreasing risk in volunteer opportunities;
11. Organize group volunteer opportunities for churches, corporate teams and families;
12. Other duties as assigned.

### **Qualifications:**

1. Post-secondary education, preferably in special events, volunteer management, administration or communications, or equivalent job related experience;
2. Demonstrated previous success organizing special events, volunteers and marketing events and volunteer opportunities;
3. Superior attention to detail and excellent organizational, planning and marketing abilities;
4. Experience organizing data in excel spreadsheets and raiser's edge database;
5. Excellent inter-personal skill with a diverse range of individuals and a positive and professional attitude;
6. Ability to make sales calls over the phone for event sponsorship;
7. Self-motivated, task focused, follow directions, work well in a team and flexible to organizational needs;
8. Ability to manage multiple projects, timelines and priorities with proven success;
9. Ability to work some evenings or evenings as events require;
10. Valid driver's license with access to a vehicle;
11. Commitment to Wesley's mission, vision and values.

### **Competencies**

#### **Customer Service**

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

#### **Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

#### **Commitment**

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services

4. Adapts to changing program requirements, conditions and work responsibilities

Please send a cover letter and resume to: [hr@wesley.ca](mailto:hr@wesley.ca)

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca).