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Canada Summer Job* – Event Coordinator

Title: Event Coordinator
Start Date: June 10, 2024
End Date: August 18, 2024
of Weeks: 10
Hours/Week: 35
Hourly Rate: \$19.00

* The Canada Summer Job funding rules require that acceptable candidates must be between 15 and 30; be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and is legally entitled to work according to the relevant provincial / territorial legislations and regulations.

About the AIDS Coalition of Nova Scotia (soon to be “HEAL NS”)

ACNS has a history dating back to the formation of the first community-based AIDS organization in the Atlantic region in the early 1980s. This history includes meaningful engagement of persons living with HIV/AIDS and targeted prevention programming tailored to key populations. ACNS is a not-for-profit, charitable, community-based organization that provides support, delivers prevention programs and assists in building a community response to HIV/AIDS across Nova Scotia through partnership development. ACNS exists to empower persons living with and affected by HIV/AIDS, and those at risk, through health and wellness promotion and mutual support, to reduce the spread of HIV in Nova Scotia, and to reduce the stigma and discrimination associated with HIV/AIDS.

Fund Development initiatives are primarily event-based and are integral to the financial success of the organization. The events allow us to offer programs and services that are not financially supported by the Provincial or Federal governments – programs and services that would not otherwise be available to people in need.

Awareness & Visibility initiatives are sometimes event-based and sometimes entirely informational. These may take the form of HIV prevention information campaigns, or sometimes events to garner broader visibility to our work.

Job Description

The Event Coordinator works with the Executive Director, or an assigned supervisor. The Coordinator works closely with the staff and volunteers who play a key role in our organization. The position requires a person who can employ a team approach to ensure successful events and campaigns in support of Heal NS/ACNS.

Principle Duties

- Assist in securing event sponsors.
- Plan and administer donation requests for events.
- Implement and assist with ACNS / HEAL NS Halifax Pride Parade (July 20).

- Assist with plans for, and the running of, the Pride Drag Bingo event (July 23) and other events as assigned.
- Social media and marketing.
- Design and cultivate strategies to build upon existing donor relationships, as well as developing new relationships.
- Track all donations of money, goods and services and provide the appropriate follow up and thank you for donations.
- Work closely with the staff team in the development and implementation of events.
- Maintain Fund Development filing system and keep up-to-date records.
- Writing and delivering final event reports and evaluations.

Knowledge, Skills & Abilities

- Ability to work independently and to meet deadlines is essential.
- Experience in, and an understanding of, what is involved in event planning and campaign management.
- Excellent verbal and written communication skills.
- Strong knowledge of Social Media platforms
- Excellent organizational skills and the ability to handle multiple tasks .
- Proficiency Microsoft Office (e.g. Word, Excel, PowerPoint) and other computer platforms
- Ability to work effectively with people from diverse backgrounds including staff, consultants, board members, clients, members, donors, and business leaders, and stakeholders.
- Some experience with marketing and implementing fund raising events.
- Ability to cultivate relationships.
- Familiarity with how to work with companies to secure donations
- Strong personal initiative and a passion for the cause
- Sensitivity to, and with an understanding of the HIV related stigma and discrimination, prejudice faced by the 2SLGBTQIA+ community.

All submissions are welcome...

We encourage, and will give preference to, submissions from:

- applicants who are members of 2SLGBTQIA+ communities;
- applicants living with HIV;
- Indigenous, African/Caribbean/Black, and other applicants of colour; and
- applicants who are disabled.

If any of these apply to you please indicate that in your application.

Application Deadline

Applications are due by Noon, May 31, 2024. Include a resume, a cover letter, and 3-4 references – 2-3 professional and 1 personal or volunteer. **Please combine cover letter, resume and references into one document.** Please send document to:

Chris Aucoin
Executive Director
ed@acns.ns.ca

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