



FESTIVAL AND EVENT COORDINATOR

CANADA SUMMER JOBS POSITION – 2017

Community Environment Alliance (CEA) is an **award winning organization** that houses a number of social purpose enterprises and environmental initiatives. Our vision is to build a safe, healthy and sustainable future for all. We strive to do that by reducing digital divide, promoting healthy lifestyle and inspiring environmental stewardship. CEA is a transformative space catalysed by the values of diversity, sustainability, respect, equality and inspired by passion, commitment and action. Our core initiatives include: Share IT: Computers for Community, ActHeal: Active Healthy Aging and Food4All.

The Community Environment Alliance is offering the following summer student positions to join us in the journey of shaping a better future – collectively! Each person will play an integral role within a dynamic team performing in a fast paced environment juggling priorities and deliverables.

If these positions excites you, and you feel you have all that is needed to make meaningful contribution while gaining one of a kind experience in a positive, dynamic, vibrant work space, we would like to hear from you!

RESPONSIBILITIES

- Assist with scheduling, facilitating, writing blogs for special events/sessions
- Solicit sponsors, create and coordinate the drafting and distribution of promotional materials
- Coordinate ticket sale
- Update guest registration, seating information and related data entry
- Manage and implement a plan for securing silent auction items
- Assist with insuring the special event's content on the organization's website and social media sites are updated
- Assist with donor acknowledgement and guest follow up
- Plans and facilitates event planning committee meetings including distributing agenda and taking minutes
- Other tasks as assigned

QUALIFICATIONS

As the position is funded through Canada Summer Jobs, the student must meet all the following criteria:

- Persuasive writing skills
- Able to work with people from various walks of life and perspective
- Positive attitude is a must

- Be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*²; and,
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.



Additional Qualifications

- Passion and commitment to building a healthy sustainable community
- Self-motivated, 'got to make it happen' attitude and takes initiative with ability to work independently and as part of a team
- Strong problem solving and analytical skills
- Strong Interpersonal and communication skills
- Fluency in another language is considered an asset
- Access to a vehicle with a valid driver's license in good standing, as this position may entail travel within Peel regions (mileage compensated per policy)

Preferred Education and or relevant experience in:

Marketing and Communication, Festival and Event Planning, Fund Development/Fundraising, Environmental Science, and/or Business Management

COMPENSATION

Position is made possible with Canada Summer Jobs grant. Position is compensated at \$12/hr for 30 hours per week for 7 weeks. Extension may be considered based on performance.

HOW TO APPLY

Please feel free to apply through the relevant career portal or directly to ceajobs@communityenvironment.org. **Please tell us in your cover letter what aspect/s of the position excites you, what can you bring to the table and why you are the most suitable person to take on the responsibility!** Application **without** cover letter will be disqualified.

Deadline to apply – Saturday May 20 2017

Start Date – June 1 2017

Community Environment Alliance is a safe, inclusive and equal opportunity employer and is committed to workplace diversity. We encourage applications from diverse cultural backgrounds, visible minorities, people who are differently abled and women. Please note that **priority will be given to students with a disability, aboriginal student or a student who is a member of a visible minority.**