



United Way
Central & South
Okanagan Similkameen

Volunteer Events Coordinator

Goal of the position:

Organize and support community engagement and fundraising events in our community.

Scope of the position:

Events Coordinator will plan, organize, assist and/or coordinate local United Way events such as fundraisers and appreciation events. Position would be located at United Way office and/or can be fulfilled remotely. Would involve some travel around the city and/or to Penticton.

Core responsibilities – will vary depending on time of year and staff resources:

Event planning

- ✚ Working with the Marketing and Events Manager, joining event planning meetings and completing event plans; communicating with and assigning tasks to event committee, volunteers and staff.

Event Coordination

- ✚ Planning and coordinating logistics, contact with vendors, suppliers and hosts.

Event Support

- ✚ Attending events and/or managing event logistics; supporting United Way team with event tasks such as set up and clean up.

Event Follow-up

- ✚ Coordinating event follow up meeting; recording notes and communicating with staff on event results.

Commitment:

- ✚ 2 - 4 hours per week or if schedule permits, 1 day per week.
- ✚ Flexible time commitment
- ✚ May require some office work for meetings; can be done remotely from home

Together, we are possibility.

Skills Required:

- Professionalism
- Event coordination experience
- Willingness to advocate on behalf of the United Way
- Effective communicator
- Proficient multi-tasker, excellent time and/or project management skills
- Basic computer skills and use of online tools

Excellent opportunity to enhance resume for a student, post-graduate or retired professional...anyone interested in connecting with or giving back to your community!

Send resume with cover letter confirming your availability to:

Marianne@unitedwaycso.com

Together, we are possibility.