

Event and Community Outreach Coordinator 2023 CANADA SUMMER JOBS (CSJ) PROGRAM



The successful candidate will be providing valuable event coordination and community outreach support to a charitable organization's mission to improve the management of lymphedema and related disorders in Canada.

35 hours per week, full-time, contract position for 16 weeks beginning May 8, 2023. Rate: \$20.00 per hour.

This position is funded by the Government of Canada's **Canada Summer Jobs** (CSJ) program. The successful candidate must meet all Canada Summer Jobs eligibility criteria:

- ✓ Be between 15-30 years of age.
- ✓ Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- ✓ Have a valid Canadian Social Insurance Number and be legally entitled to work in Canada.

In addition, the successful candidate will reside within the GTHA (Toronto), but work is expected to be 95% remote from home. Applicants, please note qualifications and skills section, page 2 of this job description.

Opportunity for skills and experience: Mentoring plan tailored within first 2-weeks between new employee and CLF's Executive Director, who has 35 years of management and mentoring experience in the corporate and non-profit sector. Regular coaching – setting goals and work plans and measuring performance.

Areas of study this job relates to: Event Planning, Marketing, Communications, General Office Administration, Non-profit Administration, Health Care. This job will provide mentoring and skills-enhancing work experience in promoting community outreach programs that support lymphedema education and organizing events and publications to support those efforts. Anticipated project work includes:

1. EVENT COORDINATION AND SUPPORT FOR A NATIONAL CONFERENCE

Support Conference Manager and Organizing Committee with planning of the 2023 National Lymphedema Conference taking place in Toronto on November 3-4, 2023.

- Liaise with sponsors and exhibitors to assist and support their experience
- Liaise with speakers, presenters, abstract authors for collection and organization of presentations, contact and bio information and other required documentation
- Assist Scientific Committee: consolidate abstract submissions, prepare for committee review
- Manage tasks related to processing delegate registrations
- Participate in design and preparation of event collateral including programs, manuals, signage, handouts, receipts, surveys and certificates of attendance for post-conference delivery to delegates
- Source prizes for gamification elements of the conference
- Create mailing lists and marketing tools to promote the conference to the widest possible audience
- Collaborate with Conference Manager to develop and implement a marketing plan to promote the conference and ensure its financial success
- Website, social media, and electronic newsletter updates to promote the conference

2. MARKETING AND SPECIAL PROJECTS SUPPORT

Assists the Executive Director with task assignments and project work such as:

- Research and propose ways to promote lymphedema education and facilitate awareness.
- Provide support for website update and archiving project.
- Help with design and creation of educational materials and events.

3. GENERAL ADMINISTRATIVE SUPPORT

Under supervision of the Executive Director, performs assignments of routine office admin support, including filing, preparation for meetings, taking minutes, preparation for annual audit.

Event and Community Outreach Coordinator

QUALIFICATIONS AND SKILLS



Languages

Fluent written and spoken English. French fluency is an asset.

Education

Prefer Minimum bachelor's degree or college diploma OR an acceptable combination of related work experience and post-secondary education.

Experience

Experience in a similar role is an asset.

Operating Systems and Software Applications

- Applicants should be computer literate in a Windows PC or MAC environment.
- Microsoft Office Suite: Word, Excel, PowerPoint.
- Google Workspace (Docs, Sheets, Online Collaboration).
- Comfortable with Zoom and/or Google Meet.
- Advanced Internet fluency and research skills.
- Facebook, Instagram, Twitter, YouTube, LinkedIn, Linktr.ee, Buffer, Meta Planner.
- Constant Contact (or similar, e.g., Mailchimp).
- Intermediate design skills using Canva.
- WordPress website editing experience an asset.

Own Tools/Equipment

Reliable personal computer or laptop with video conferencing capability and reliable Internet connectivity.

Work Conditions and Physical Capabilities

Work under pressure; Attention to detail; Tight deadlines.

Personal Suitability

Initiative; Effective interpersonal skills; Flexibility; Accurate; Team player; Excellent oral communication; Excellent written communication; Client focus; Organized.

Work Location/Teleworking Information

Toronto and GTHA. Remote work from home.

*This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Persons with disabilities, Students, Visible minorities.***

About lymphedema: Lymphedema affects an estimated 1 million Canadians. Lymphedema is chronic swelling that presents because of a lymphatic system deficiency. The Canadian Lymphedema Framework (CLF) is academic and patient stakeholder collaboration, which is part of an international initiative to promote research, best practices, and lymphedema clinical development worldwide. www.canadalymph.ca

We thank all applicants for their interest in this position. Only applicants who are being considered among the top 10 candidates will be contacted for a pre-interview assignment and a subsequent interview.

Applications are accepted now. Deadline for sending resumes and covering letter is **April 02, 2023**. Interviews start the week of April 10, 2023. Submit to: employment@canadalymph.ca