

GOAL OF POSITION

Plan and implement events within the Huron Community Association that meets the Mission and Vision of furthering community and relationship building. The Events Coordinator is accountable to the Huron Community Association Board and reports to the Board Chair.

QUALIFICATIONS

- Passion for community building and relationship building
- Strong organizational and administrative skills
- Collaborative and team player with delegation skills
- Event planning experience is an asset, not a necessity
- Be a member in good standing with the HCA Board
- Police Record Check (PRC) (*a clear PRC to be reimbursed by the HCA*)

RESPONSIBILITIES

- The ideal Events Coordinator:
 - Plans, coordinates and facilitates community building events already established by the HCA e.g. Outdoor movie
 - Plans, coordinates and facilitates new events within the HCA that speaks to mission and vision
 - May need to recruit volunteers outside of the HCA
 - Works alongside the HCA and/or City of Kitchener rep to create or enhance special events e.g. Family Day, Neighbours Day
 - Maintains an events schedule and works alongside the Communication Coordinator to create a comprehensive communication plan
 - Be familiar with the HCA Constitution, Policies and Procedures and relevant City of Kitchener policies
 - Other duties as an active member of the Board of Directors

TRAINING

- Training and orientation to be provided by the HCA Board of Directors and the City of Kitchener's Community Centre Staff
- Assistance from Community Centre upon request

ESTIMATED TIME REQUIRED

- 3-4 hours per month (hours will vary depending on the month and events schedule)

FOR FURTHER INFORMATION

- Contact the Huron Community Associate (info@huroncommunity.ca)