

YES, a non-profit community organization providing English-language employment and self-employment services is expanding and looking for an

Events and Special Projects Coordinator

If you are a talented individual that has a passion for event planning, is highly-organized, enjoys challenges and variety, and is looking for a career opportunity in a tightly-knit non-profit office environment, apply now!

OVERVIEW OF RESPONSIBILITIES

The Events and Special Projects Coordinator will work with the Director of Marketing and Special Events to plan and manage logistics for all YES events, including conferences, annual fundraiser, and other events as directed. Responsibilities will include:

- Coordinating event details through the entire process – logistics, arranging all vendors and permits needed, coordinating event staffing, and managing event follow-up and evaluation
- Ensure accuracy of the budgets and manage the timelines
- Prepare event-related communications
- Secure silent auction and in-kind donations for the annual fundraiser
- Work with the Fundraising Coordinator to solicit and engage with event sponsors
- Sell ad space in the event programs/booklets
- Attend and participate in committee meetings, job fairs and community outreach initiatives
- Engage in other tasks and special projects as assigned by senior management

KNOWLEDGE, SKILLS AND QUALIFICATIONS REQUIRED

- Degree in event planning/hospitality, business, marketing or a related industry, or experience organizing conferences and events
- Excellent communication skills in English (both verbal and written) and working knowledge of French
- Strong organizational skills and attention to detail
- Excellent time management skills with the ability to work under multiple deadlines
- Professional demeanor on phone and in person
- A self-starter with the ability to work independently as well as in a team
- Excellent computer knowledge – Microsoft Office, Word, Excel and PowerPoint
- Ability to work occasional evenings
- Experience working with volunteers at all levels considered an asset

HOW TO APPLY:

Send your cover letter and résumé
to fa@yesmontreal.ca

(*résumé **must** be accompanied by a cover letter to be considered)

Only those candidates chosen for an interview will be contacted.

YES is committed to equal opportunity employment