



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Signature Events Co-ordinator

(12 month contract starting in June 2017; Full-time; based in Calgary)

The Signature Events Co-ordinator will be responsible for working collaboratively with the Manager, National Events in order to support large-scale fundraising events in Calgary and Halifax.

This position will manage the database, prepare mailings, identify and secure sponsorships, oversee the auction component of the events, monitor and report on financials, lead and provide work direction to volunteers, act as point-person for all stakeholders as well as prepare presentations for the events.

Following the fundraising events, the Signature Events Coordinator will be responsible for the financial reconciliation, evaluating the results through reporting and analysis, recognizing sponsors, donors and stakeholders, coordinating tax receipts and entering donor information into our relational database.

The ideal candidate:

- Is a post-secondary graduate;
- Has a minimum of two (2) years relevant work experience in large scale event co-ordination;
- Has experience working with donors and volunteers;
- Has the ability to work in a fast-paced environment with minimal oversight;
- Has excellent interpersonal skills;
- Strong verbal and written communications working with colleagues day to day and externally with donors and volunteers
- Has excellent organizational skills with an ability to multi-task and work in a results-driven and deadline-oriented environment while maintaining a strong attention to detail
- Is an enthusiastic team player;
- Has proficient knowledge of MS Office (Word, Excel, PowerPoint and Outlook);
- Has a valid driver's license and access to a vehicle;
- Database proficiency - Raiser's Edge knowledge, database tracking /reporting and experience (an asset).



For consideration, please submit your resume and cover letter, with salary expectations, to careers@unicef.ca by **April 16, 2017**. Please attach your cover letter and resume as one document, and reference “**Signature Events Co-ordinator**” clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including a vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.