



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:

Senior Co-ordinator, Signature Events

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

Based in Calgary, the Senior Coordinator, Signature Events works within the National Events team to support the execution of two large-scale fundraising events to meet the annual revenue goals in a manner consistent with UNICEF Canada's mission and vision.

The responsibilities of the position will include:

Project and Relationship Management (80%)

- Identify and secure sponsorships; oversee all aspects of the auction and prepare mailings.
- Provide administrative support for Committee meetings by co-ordinating logistics, agenda preparation and meeting minutes.
- Engage and liaise with volunteer Committees and build strong and positive relationships with Committee members to strengthen engagement with UNICEF Canada.
- Research and evaluate all aspects of events and provide recommendations to appropriate Committees.
- Lead the volunteer orientation process.
- Act as point-person for all stakeholders.
- Prepare presentations for the events.

Operational Management (20%)

- Pre/During/Post-event tasks may include budget management and tracking spend; registration management; managing food & beverage; ordering signage/displays, assessing audio-visual needs; printing; shipping/tracking, and; providing onsite support, as required.



UNICEF Canada is one of 220 charities in Canada accredited by Imagine Canada for excellence in nonprofit accountability, transparency and governance.



- Execute a post-event stewardship plan including thank you letters, tax receipts and event acknowledgements.
- Ensure relevant Raiser's Edge database information is updated and accurate with event and donor activities.

The ideal candidate will have:

- A post-secondary degree/college diploma with a focus in event planning, fundraising or marketing.
- A minimum of 1-2 year's relevant work experience in event co-ordination.
- Experience working with donors and volunteers.
- Project management experience.
- Excellent interpersonal skills and can lead people, teams, projects and meetings when needed; an enthusiastic team player.
- The ability to work in a fast paced environment, prioritize and multi-task, while being organized and detail-oriented with strong follow through.
- Excellent verbal and written communication skills.
- Excellent computer skills (Microsoft Office).
- Experience with Raiser's Edge or relational databases (an asset)
- Bilingualism in English and French (an asset)

For consideration, please submit your resume and cover letter to careers@unicef.ca by **June 11, 2018**. Please attach your cover letter (including salary expectations) and resume as one document and reference **"Senior Co-ordinator, Signature Events"** 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 the 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.



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