

Employment Opportunity

Role: Event and Marketing Coordinator

Roles and Duration:

1. Advertising and promotions specialist, One role start May 11th for 8 weeks
2. Communications Specialist, One Role Start May 11th, for 8 weeks
3. Communications Specialist 2 Roles, start July 6th, for 8 weeks.

Pay: \$17 per hour

Work Week: generally - 30 to 35 hours per week; may consider some modified times as there is some weekend and evening work required during event period.

Conditions for Hire:

- a) is between 18 and 30 years of age (inclusive) at the start of employment;
- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and; is legally entitled to work.

Competencies:

- 1) Time and Priority Management - Demonstrating self control and an ability to manage time and priorities.
- 2) Problem Solving - Defining, analyzing and diagnosing key components of a problem to formulate a solution.
- 3) Planning and Organizing - Utilizing logical, systematic and orderly procedures to meet objectives.
- 4) Project Management - Identifying and overseeing all resources, tasks, systems and people to obtain results.
- 5) Interpersonal Skills - Effectively communicating, building rapport and relating well to all kinds of people.
- 6) Teamwork - Working effectively and productively with others.

Event and Marketing Coordinator Role Description Continued...

Driving Forces:

- 1) Structured - People who are driven by traditional approaches, proven methods and a defined system for living.
- 2) Resourceful - People who are driven by practical results, maximizing both efficiency and returns for their investments of time, talent, energy and resources.
- 3) Collaborative - People who are driven by being in a supporting role and contributing with little need for individual recognition.
- 4) Instinctive - People who are driven by utilizing past experiences, intuition and seeking specific knowledge when necessary.

Behavioural Hierarchy:

- 1) Organized Workplace - The job's success depends on systems and procedures, its successful performance is tied to careful organization of activities, tasks and projects that require accuracy. Record keeping and planning are essential components of the job.
- 2) Frequent Change - The job requires a comfort level with "juggling many balls in the air at the same time!" It will be asked to leave several tasks unfinished and easily move on to new tasks with little or no notice.
- 3) Analysis of Data - The job deals with a large number of details. It requires that details, data and facts are analyzed and challenged prior to making decisions and that important decision-making data is maintained accurately for repeated examination as required.

Location of employment: 301 Ontario Ave, Saskatoon, SK. for some period of employment engagement may require working remotely (From Home) or at event sites within Saskatoon.

Reporting: Directly to our President, Nowshad (Shad) Ali, or Our Vice President, Kim Ali.

General:

On Purpose is focused primarily on helping people, organizations and communities in the effective pursuit and attainment of purpose without compromise of their core values. This role will work in both our Events as well as our Organization Development areas. The person in this role will have the opportunity to work on a variety of projects including: Saskatoon Fireworks Festival; Canada Day, WinterShines; other event projects. As well the person may have the opportunity to work on organization development and training projects with key clients and prospects.

Key Accountabilities:

- 1) Event Coordination (Priority #2 with anticipation of 25% of time)
Assure the effective and efficient execution of Project Plans for OPLI events as well as OPLI client events. This is inclusive of:
 - Execution of plans and activities
 - Ordering, receiving and set up of supplies, materials, and equipment
 - Set up and take down of site logistics
 - Monitoring of logistics
 - Monitoring and at times evaluation of staff and volunteers
 - Oversee and monitoring of assigned event and project plans
 - Oversee and ensure appropriate administration of projects and event protocols and procedures
 - Oversee and ensure budgetary controls and procedures are adhered to

- 2) Project Planning and Support (Priority #1 with anticipation of 30% of time)
Develop plans for OPLI events as well as OPLI client events. This is inclusive of developing and coordinating specific project elements such as:
 - Logistics;
 - Staffing (Paid and Unpaid);
 - Sustainability;
 - Registration, plans, activities and materials
 - Administer and follow up on project details for OPLI client projects

- 3) Marketing & Communications (Priority #3 with anticipation of 20% of time)
 - a. Communications & Media (including social media, websites and Apps);
 - b. Coordination and production of communication materials such as posters, posts, promotional images and other materials
 - c. Drafting of media releases, advisories and set up for media announcements and events

- 4) Administration, Records Data and Materials Management (Priority #4 with anticipation of 15% of time)
Assure the effective and efficient management and protection of OPLI records and data as well as OPLI client records and data. This is inclusive of:
 - Assure to the proper establishment, maintenance and protection of data, records, files, folders and information.
 - Assure all files and folders are saved in shared folders appropriately
 - Ensure to safeguard the confidentiality of data and information