

## Communication and Event Coordinator

**Hours:** This is an 8-week position, at 30 hours a week

**Rate of Pay:** \$14 per hour

### **Responsibilities:**

Reporting to the Executive Director, the Communication and Event Coordinator will be responsible for tasks including:

- Designing and implementing of a series of events for older adults, highlighting the resources available to recently retired or soon to retire individuals in Guelph/Wellington.
- Planning and hosting a community event for National Information and Referral Day (November 16<sup>th</sup>, 2018).
- Representing PIN at local events and promoting the services we offer.
- Assisting the public in securing volunteer opportunities both in-person and over the phone.
- Securing up-to-date information from local community agencies for the Community Information database.
- Other office duties as required.

### **Qualifications:**

- Interest and knowledge of the Guelph/Wellington social service and non-profit community.
- Ability to work independently, take initiative and assume responsibility with minimal supervision.
- Proficient in Microsoft Office programs including Word, PowerPoint, and Outlook.
- Exceptional interpersonal and written communications skills.
- Professionalism and ability to engage with clients from a variety of backgrounds.
- Good telephone manner and speaking voice.

This position is funded by Canada Summer Jobs. As such, the applicant: must be between 15 and 30 years of age at the start of employment; was registered as a full-time student during the preceding academic year; intends to return to school on a full-time basis during the next academic year; 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 according to the relevant provincial/territorial legislation and regulations.

Please apply with resume and cover letter by May 16<sup>th</sup>, 2018 to Pat@PINnetwork.ca. Please include the position title in the subject line. Only those applicants selected for an interview will be contacted.