

Program Coordinator - Events

JA CENTRAL ONTARIO

Posted On: December 9, 2021
Closes On: December 31, 2021
Location: Hybrid (Home Office/Toronto Office)
Reports to: Program Event Manager
Role type: Full time, permanent

Are you passionate about empowering the next generation? Are you motivated by educating and inspiring young people to succeed? If you're looking to develop a rewarding career in an impact-driven, youth-focused charity, we'd love to hear from you!

JA Central Ontario is seeking a dedicated, enthusiastic Program Coordinator that reports into the Program Event Manager and works with the Partnership Team, Programs Team, Volunteers and Educators to support the delivery of our custom workshops, JA field trips, and other program events. The Event Coordinator will support other initiatives as directed including day program classroom bookings, program deliveries, and fundraising events.

KEY RESPONSIBILITIES INCLUDE:

Supporting student educational events for elementary and high school programs

- Collaborating with the partnership teams to assist with identifying the program that aligns with our partners & foundation requirements for custom workshops and events
- Working with the Program Event Manager to organize the recruitment for students and volunteers, gather bios for speakers and mentors for various custom workshops
- Training, preparing and supporting the volunteers with platform testing, and any additional questions and concerns as required
- Researching and confirming event spaces for in-person events
- Virtual platform expert on Zoom, Teams, Hopin or other event platforms
- Assisting Program Event Manager to host in-person or virtual workshops
- Assisting with program materials (signage, workbooks, etc.) needed for event
- Coordinate transportation for students (as required) for in-person events
- Ensuring program materials adhere to brand standards and follow marketing guidelines

Data Management

- Book and manage day program school bookings in Salesforce
- Contact and recruit new/waitlisted/lapsed schools as required
- Assist with volunteer screening requirements, including VSS applications
- Order and ship program materials through JA Campus and track materials expenditures
- Creating JA events and tracking student reach in Salesforce

- Assisting with the creation of permission forms through permission click for student events

Organizational Events

- Assist the programs and partnership team with virtual and in-person fundraising events (as needed)

Other duties as assigned, including classroom cancellation coverage for day programs and booking for day and high school program as required

EXPERIENCE AND QUALIFICATIONS:

EXPERIENCE:

- Post-secondary education in a related field.
- Experience working on events, volunteering or working with volunteers would be an asset
- Experience working in the not-for-profit sector is an asset

KNOWLEDGE, SKILLS, & ABILITIES:

- Excellent organizational skills
- Strong communication, customer service and interpersonal skills
- Capacity to work with minimal supervision, manage time and organize tasks
- Strong communication skills, verbal and online
- Technologically proficient (Windows XP, Windows Office Suite, Salesforce, etc.).
- Ability to work collaboratively within a multi-functional team
- Flexible to work occasional weekends and evenings.
- Travel within the service region, as required.

COMPENSATION:

The salary range for this position begins at \$47,000 and can be negotiated based on experience. We offer a comprehensive benefits plan, professional development support, generous paid time-off, and an RSP program.

As JA Central Ontario is a youth-serving organization, offers of employment are conditional on the review of references and a Police Records Check.

HOW TO APPLY:

Submit a resume and a cover letter to eszigeti@jacentralontario.org with Program Coordinator, Events in the subject line. Be sure to tell us what makes you a great candidate for this role and why you want to join JA. Only those applicants being considered will be contacted.

JA Central Ontario is an equal opportunity employer, who values the diversity of our employees and those we serve. We welcome applications from all qualified applicants. If you require

accommodation measures in the hiring process, please let us know in advance. Thank you for your interest in joining our team.

ABOUT US:

[JA Central Ontario](#) is a charity on a mission to inspire and prepare young people to succeed in a changing global economy. Working in Halton, Peel, Toronto, York, Durham, and Simcoe regions, we bridge the gap between education and the world of work, providing 30,000+ students in grades 3-12 with essential financial literacy, work-readiness, and entrepreneurship skills and experiences. A member of JA Canada and part of JA Worldwide, JA is the world's largest not-for-profit dedicated to educating young people about business.