



## **JOB POSTING**

### **Community Events & Partnerships Coordinator**

Union Classification:	Non-Union
Number of Positions:	1
Full/Part Time:	Full-Time Permanent
Standard Hours:	35 hours per week
Location:	Office (Gillian's Place St. Catharines & Beamsville)/Remote
Posting Closes:	Until a suitable candidate is found
Start Date:	TBD
Wage Rate:	\$50,000

#### **Gillian's Place**

As one of the first shelters of its kind in Ontario, Gillian's Place (GP) brings over 45 years of experience and expertise in gender-based violence service in Niagara. Since 1977, we have grown from an eight-bed emergency shelter to a multi-site provider of free and confidential services that support women, children, genderqueer, Two-Spirit, trans, and non-binary individuals escaping the cycle of violence and abuse. Today, these services include a 39-bed emergency shelter, second-stage housing, a 24/7 phone or text crisis support line, safety planning, expert counselling, child and youth programs, legal advice and support, education and violence prevention programs, and a transitional housing and support program.

#### **Beyond the paycheque. Why you want to join our team!**

At Gillian's Place, we know that great care starts with a great team. Here's what you can expect when you join us:

- Work with a passionate and supportive team that's changing lives every day
- Make a meaningful impact in the lives of women and gender-diverse individuals
- Realize your aspirations and achieve your personal and professional goals in an inclusive and supportive environment
- Develop your skills through professional development opportunities, mentorship, and wellness programs
- Be part of a truly inclusive, equity-driven organization where you can thrive

#### **Benefits (after three months)**

- Health and dental coverage
- Accrue up to 15 paid sick days annually
- Three weeks of paid vacation (starts accruing at three months)
- Employee Assistance (EAP) Program

## About the Role

Reporting to the Director of Development and Communications, the Community Events & Partnerships Coordinator will play an instrumental role in the coordination and execution of Gillian's Place signature events and working with community partners who are hosting third-party fundraisers. You will work closely with the Director and the Development Team, ensuring that Gillian's Place provides an exceptional experience to our community of supporters. As with all employees of Gillian's Place, the Event Coordinator has a strong understanding of gendered violence and a commitment to providing superior service to our clients.

## Key Responsibilities

### Gillian's Place Events

- Planning, executing, evaluating, and reporting on all fundraising events and engagement activities.
- Coordinating, planning and executing new events, as organizational needs and milestones arise.
- Developing special event project plans and managing critical path deliverables to ensure successful outcomes are met.
- Cultivating and stewarding sponsors to ensure confirmation, attendance, renewal, and the provision of sponsor benefits are met.
- Providing input on the development of event budgets and subsequent updating and adherence to approved budgets.
- Assisting with obtaining necessary permits, insurances, and licenses.
- Coordinating and training volunteers in preparation for event execution.

### Community Hosted Events & Partnerships

- Monitoring and engaging third-party events, liaise with event planners, and attend third-party events when necessary/appropriate.
- Working with the Director to develop and implement stewardship plans for community partners to ensure long-term support and growth.
- Working with the Director and Development Team to identify community partner prospects and third-party fundraising initiatives.

### Communications

- Assisting with social media and e-blast content, especially as it relates to events and community partnerships.
- Ongoing website updates for events, third-party events, and community partnerships.
- Assisting with other communications tasks as required.

## What you bring

- A post-secondary degree/diploma or equivalent combination of experience in events, fundraising or marketing.
- 2-4 years' experience in event planning, fundraising, or nonprofit development (or equivalent combination of education and experience).
- Demonstrated experience coordinating fundraising or community events.
- Experience working with sponsors, donors, or community partners.
- Experience using Donor Management Software or similar platforms.
- Experience supporting communications or marketing initiatives is considered an asset.
- Experience working with volunteers is preferred.
- A valid driver's license and ability to attend offsite events as required.

## How to Apply:

If you're passionate about helping others, thrive in a fast-paced and caring environment, and want to be part of something meaningful – we'd love to hear from you! Apply in writing to [humanresources@gilliansplace.com](mailto:humanresources@gilliansplace.com)

Gillian's Place is an equal opportunity employer that actively encourages applications from people of colour, First Nations/Aboriginal individuals, newcomers and immigrants, members of the 2SLGBTQ+ community, individuals with disabilities, and members of other underrepresented communities. We value the unique perspectives and experiences these individuals bring to our team.

Accommodations are available upon request for candidates participating in all aspects of the selection process. If you require accommodation at any stage of the hiring process, please let us know – we'll work with you in a respectful and inclusive way.