



## **Position Title: Event & Volunteer Coordinator**

Wellspring is a network of cancer support centres that provide a comprehensive range of support and coping skills programs to men, women, and children who are living with cancer. Professionally-led programs are provided to patients and their loved ones at no charge, and Wellspring relies almost entirely on donations and event revenue in order to operate its centres in the Greater Toronto Area. This position is based out of Wellspring's Downtown Toronto Centre currently and will be moving to Wellspring Westerkirk House, on the campus of the Sunnybrook Health Sciences Centre.

### **Responsibilities and Duties:**

- Coordinate Wellspring's third-party fundraising efforts in Toronto
- Provide fundraising, administrative and logistical support for third-party and special events
- Recruit, coordinate, recognize and support volunteers for Wellspring's fundraising activities
- Support volunteer event committees by attending meetings and taking meeting notes
- Provide logistical support for event raffles, auctions and other fundraising activities
- Provide support for event communications, including recognition and stewardship of event donors
- Draft articles for Wellspring newsletters and other communication vehicles
- Manage travel and other types of logistical arrangements for events
- Enter and maintain electronic volunteer and donor files as required for events

### **Qualifications**

- A degree from a post-secondary institution or a diploma in a related field (e.g. fundraising, volunteer management)
- 2 or more years' experience in a related field, preferably working for a non-profit
- A valid driver's license
- Excellent written and verbal communications skills
- Dynamic self-starter who takes initiative, works well on their own and is an excellent team player
- Ability to prioritize, meet deadlines, multi-task and work under pressure
- Demonstrated professionalism, sound judgement and a mature demeanor
- Strong organizational skills and exceptional attention to detail

## **Accountability**

- Wellspring's Event Coordinator will report to the Events Manager and will work alongside other team managers, volunteers and staff
- Close collaboration with Donor Relations Team to ensure tracking and stewardship of all events, donations and sponsorships and appropriate and meaningful acknowledgement of the public's support
- This position requires some flexibility in working hours, with the expectation of additional working hours during peak event periods, including some weekends and evenings.

## **Application Procedure**

Please send cover letter and CV with "Event & Volunteer Coordinator" in the subject line to: Eva Thurlow at [humanresources@wellspring.ca](mailto:humanresources@wellspring.ca)