



Centre des Femmes West Island
West Island Women's Centre

POSITION AVAILABLE

EVENTS COORDINATOR *(Part-Time Contractual Position)*

The West Island Women's Centre, a Centraide-supported agency located in Pointe-Claire, has an opening for an events coordinator. The events coordinator helps to organize the special events, including fundraisers, held by the West Island Women's Centre. Events include get-togethers for members; celebrations for the community; and the silent auction fundraiser.

Responsibilities:

- Plan and coordinate all Women's Centre special events
- Provide input and ideas for new events and new fundraising opportunities
- Recruit and coordinate volunteers from within our membership to help at events
- Use databases to manage guest lists and donations
- Help recruit potential donors and nurture existing donor relationships
- Create and manage documentation
- Assist with publicity and promotion
- Monitor budgets
- Other tasks as assigned by the Executive Director

The ideal candidate for this 12 hr/week position will have the following skills and experience:

- Team player with excellent people skills
- Self-starter; able to work independently
- Bilingual
- Strong organizational skills; meticulous/detail-oriented
- Experience in event planning
- Computer skills (Microsoft ACCESS, EXCEL, WORD); knowledge of Wordpress would be an asset
- Flexible schedule
- Familiarity with non-profit organizations and the Women's Centre in particular would be an asset, though not a requirement

E-mail or Mail your C.V.

E-mail: womenscentre@wiwc.ca; Mailing Address: P.O. Box 521 ~ Pointe-Claire, QC ~ H9R 4S6

Deadline for Applications: September 28, 2017

Only those candidates selected for an interview will be contacted. No telephone calls please.