



**Event Coordinator for Edmonton, Alberta
Full-Time Temporary Contract Position (March 1 to June 30, 2012)
Edmonton, Alberta**

The Arthritis Society – Walk to Fight Arthritis

The Walk to Fight Arthritis will occur on Sunday, June 10, 2012, the third year for this National Fundraising Walk. We are seeking an energetic, well-organized, goal oriented person to successfully execute this event for the second time in Edmonton, Alberta - one of 23 walks across Canada. You will work with and be supported by a divisional staff person and a local steering committee as well as have access to a national team of staff who will provide guidance and tools to assist you with marketing, logistics, and volunteer management.

The successful candidate will possess the necessary skills to work closely with and lead a committee of volunteers and recruit individuals and teams to participate in the Walk to Fight Arthritis. He/She will maximize funds raised to support research and education programs to help over 4.5 million Canadians who live with arthritis.

Major Duties and Responsibilities:

- organizes event logistics, meets deadlines and executes a well-run, first class event;
- works with the Manager, Northern Alberta, the Special Events Coordinator and other staff to achieve or exceed budget goals;
- assists communications staff to execute local marketing plans;
- works closely with national events staff to uphold and adhere to existing policies, procedures and standards; thereby, ensuring participants have an incredible experience at the Walk to Fight Arthritis;
- develops unique features to attract participants and make the Walk to Fight Arthritis an outstanding fundraising event in the Edmonton community;
- supports walk committee members to keep them engaged and motivated;
- organizes, promotes and hosts public information sessions to promote the Walk and supports efforts to convert interested prospects into registered participants;
- implements recruitment strategies to drive registration, participation and fundraising for the event;
- executes duties in accordance with customer-focused expectations;
- responds to input from participants to meet expectations of quality, cost-effectiveness and responsiveness.

Qualifications:

- Degree or diploma in event planning and/or fundraising
- Relevant experience in event planning and/or fundraising
- Adaptable with a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Ethical behavior: ensures own behavior and that of others is consistent with ethical business practices/standards and aligns with the values of The Society
- Excellent verbal, written and presentation skills to build and develop volunteer, participant, donor and local sponsor relationships
- Strong problem-solving and decision-making skills with the ability to handle issues as they arise
- Highly effective interpersonal, communication, time management and organizational skills
- Excellent computer skills
- Collaborative team player, able to establish and maintain positive working relationships, both internally and externally, to achieve the goals of The Society
- Flexibility with hours of work and willingness to work weekends, where necessary
- Access to a vehicle

Please submit a letter of application and resume by February 10, 2012, to:

mjimmy@ab.arthritis.ca

