Summer Program Administrator

(**Summer Contract from: June 3rd – August 31st**)

Durham Family & Cultural Centre (DFCC) is a non-profit organization based in Durham Region that provides a space for members of the Black community, and other racialized and diverse groups, to engage in programming that helps to empower their lives. Our mission is achieved through culturally focused programs that bring together and strengthen individuals and families.

JOB DESCRIPTION

We are seeking a motivated individual to join our team as a Program Event Administrator. This position will focus on preparing and outreach for our major summer events alongside our program event coordinator. If you are passionate about making a difference and have an interest in planning and executing successful events, we want to hear from you!

RESPONSIBILITIES

* Secure sponsors and donors to support in products and finances for the events.
* Write persuasive letters to vendors, corporations, and other organizations, to gain support/donations towards the events.
* Contact and follow up with donors and sponsors.
* Develop and implement comprehensive budgeting to promote our events and initiatives, raising awareness and driving participation.
* Assist in execution of event coordination.
* Collaborate with our team to ensure consistent messaging and branding across all marketing channels.
* Cultivate relationships with organizations outlets, influencers, and community partners to maximize exposure and reach for our events.
* Write up an end of program report, capturing the pros and cons of the planning and execution of the events.
* Send recognitions letters to supporters who help make the events successful.

REQUIREMENTS

* Diploma, degree, or certificate in Event Management, Hospitality, Social Service Work, or the relevant field OR in the process of obtaining.
* Proven experience in developing and implementing marketing campaigns, preferably in the non-profit sector.
* Knowledgeable in Microsoft Suites applications
* Great communication skills
* Well-informed with social media
* Strong written and verbal communication skills.
* Proficiency in digital marketing tools and platforms, including social media management.
* Commitment to the mission and values of Durham Family & Cultural Centre.

JOB DETAILS:

* Full time hours (35 hrs weekly, 5 days)
* In person
* Pay rate: *Minimum wage*

**Reporting to:** Director of Durham Family and Cultural Centre.

***Durham Family and Cultural Centre (DFCC) is committed to equity in our hiring and employment practices. Applications are encouraged from qualified individuals who are Indigenous, people, blacks or other racialized communities, individuals of diverse sexual orientation and gender identification, person with disabilities and others protected under the Human Rights Code***

Apply in writing by submitting a resume to:

**info@durhamfcc.com**

**Attn: Debbie Miles-Senior**

***DEADLINE TO APPLY: Friday, May 24th, 2024***

*Please be advised:*

* All candidates considered must pass a Vulnerable Sector Screening and proof of academic qualification.
* All candidates must identify as Black or a member of the racialized community

**No phone calls please.** *We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted. DFCC is committed to developing an inclusive, selection process and work environment. If contacted, please advise the hiring manger if you require any accommodation during the interview process.*