Summer Program Event Coordinator

(**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 Coordinator. This position will focus on planning our major summer events alongside our program event administrator. 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

* Manage all aspects of event logistics, from venue selection and vendor coordination to on-site execution and post-event evaluation.
* Develop detailed event timelines and schedules, ensuring all tasks are completed on time and within budget.
* Develop and implement comprehensive marketing strategies to promote our events and initiatives, raising awareness and driving participation.
* Create compelling content for social media, email campaigns, and promotional materials to engage our audience and attract supporters.
* Collaborate with our team to ensure consistent messaging and branding across all marketing channels.
* Cultivate relationships with media outlets, influencers, and community partners to maximize exposure and reach for our events.
* Serve as the main point of contact for event vendors, volunteers, and participants, providing exceptional customer service and support.
* Coordinate with internal teams and external partners to ensure seamless collaboration and execution of event-related tasks.
* Handle any issues or challenges that arise during the planning and execution process, finding creative solutions to overcome obstacles.
* Analyze marketing data and metrics to evaluate the effectiveness of campaigns and make data-driven decisions for future initiatives.

REQUIREMENTS

* Diploma, degree, or certificate in Event Management, Hospitality, Social Service Work or relevant field OR in the process of obtaining.
* Excellent organizational and time management skills, with the ability to juggle multiple tasks and priorities.
* Strong interpersonal skills and the ability to work effectively with diverse teams and stakeholders.
* Passion for making a difference and contributing to meaningful causes in the community.

How to Apply:

If you are enthusiastic about event planning, marketing, and making a difference in the community, we want to hear from you! Please submit your resume outlining your relevant experience and why you are passionate about joining our team to **info@durhamfcc.com**.

Durham Family & Cultural Centre is committed to diversity, equity, and inclusion, and we encourage candidates of the Black and racialized communities to apply. We value the unique perspectives and contributions that each team member brings to our organization.

JOB DETAILS:

* Full time hours (35 hrs weekly, 5 days)
* In person
* Pay rate: *$17*

**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.*