



Canada Summer Jobs: Event Coordinator (Remote)

Deadline: June 28, 2022

Time Commitment: 30 hours/week for 9 weeks from July 4 to September 2, 2022

Compensation: \$15.50/hour

The Event Coordinator will primarily support the coordination, logistics and planning for upcoming virtual and in-person events. The event coordinator will be responsible for researching, proposing and securing possible venues for events based on budget, geography, accessibility, aesthetic appeal and availability. They will develop and manage budgets for assigned events, ensure events stay on budget, monitor financial commitments during the lead-up to events, and make alternate arrangements if cost overrun appears likely. They will create and update the guest list and maintain regular communication with all stakeholders.

Responsibilities:

- Communicate and collaborate with vendors, participants, team members, donors and other supporters, speakers, partner organizations, and the media
- Regularly input, analyze, and communicate information regarding budgets through a live spreadsheet which will be shared with the development team.
- Maintain master event files and document important information
- Collaborate with the development team to plan and execute fundraising events
- Provide logistical support for events run by PEARL's advocacy team
- Develop an actionable plan with day-of logistics, and find alternative and feasible solutions to any issue that may arise
- Keep financial records and timelines under control at all times
- Conduct evaluations on events based on predetermined benchmarks to incorporate improvements in future event planning
- Ensure the completion of tasks on time
- Maintain good relationships with event stakeholders

Skills required:

- Excellent written and oral communication skills in English; ability to communicate in Tamil is not necessary but a strong asset
- Strong problem-solving skills, decision-making skills, time management skills and ability to complete tasks on time
- Ability to work well in teams and particularly teams that span across multiple geographies.
- Ability to work independently
- Familiarity with virtual meeting platforms (i.e. Zoom, Google Meet)
- Excellent interpersonal skills to effectively liaise with various stakeholders
- Strong negotiation skills



PEOPLE FOR EQUALITY AND RELIEF IN LANKA

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Highly Preferred Skills:

- Knowledge of planning events, specifically within the Tamil community living in the Greater Toronto Area

How to Apply

By 11:59pm EST on June 28, 2022, please send PDFs to careers@pearlaction.org with the subject line: [Last Name, First Name] - Event Coordinator (CSJ 2022) of the following:

- Cover letter
- Resume

Short-listed candidates will be contacted by June 30, and a final decision will be made by July 4.

Note: This is a position funded by the Government of Canada through the Canada Summer Jobs Program. Please ensure that the following eligibility criteria can be met before applying:

- Be between 15 to 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident or have refugee status in Canada
- Have a valid Social Insurance Number and be legally entitled to work in Canada

PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from equity-seeking groups, such as women, non-conforming gender identities, members of the LGBTQIA+ community, and disabled people. Accommodation can be provided throughout the selection process as long as candidates make their needs known in advance by emailing careers@pearlaction.org with the subject line: Accommodations request - Event Coordinator (CSJ 2022)