



## PEOPLE FOR EQUALITY AND RELIEF IN LANKA

1629 K Street, Suite 300 | Washington, D.C. 20006 | [pearlaction.org](http://pearlaction.org) | [contact@pearlaction.org](mailto:contact@pearlaction.org)

### Canada Summer Jobs: Event Coordinator (Remote)

**Deadline: May 22, 2023**

**Time Commitment:** 35 hours/week for 8 weeks between June 5 to July 28, 2023 OR July 10 to September 1, 2023

**Compensation:** \$15.75/hour

**Positions Available:** 2

**Location:** Remote

**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

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The Event Co-ordinator 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 event stakeholders including vendors, participants, team members, board 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
- Actively search for and develop ideas for fundraising opportunities
- Provide logistical and coordination support for events run by PEARL
- Develop an actionable plan with day-of logistics for fundraising events, 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



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- Ensure the completion of tasks on time
- Maintain good relationships with event stakeholders
- Support the design and creation of PEARL merchandise, and assist with packaging and shipping

### Skills required:

- Excellent written and oral communication skills in English; the 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)
- Respond to emails and other forms of communication within a reasonable time frame
- Excellent interpersonal skills to effectively liaise with various stakeholders
- Strong negotiation skills

### Highly Preferred Skills:

- Previous event planning skills, specifically within the Tamil community living in the Greater Toronto Area

### How to Apply

By 11:59pm EST on May 22, 2023, please send PDFs to [careers@pearlaction.org](mailto:careers@pearlaction.org) with the subject line: [Last Name, First Name] - Event Coordinator (CSJ 2023) including the following:

- Cover letter
- Resume

Short-listed candidates will be contacted by May 23, and a final decision will be made by May 29.

**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. Accommodations can be provided throughout the selection process as long as candidates make their needs known in advance by emailing [careers@pearlaction.org](mailto:careers@pearlaction.org) with the subject line: Accommodations request - Event Coordinator (CSJ 2023)**