



## **Camp Ooch & Camp Trillium Job Posting: Junior Coordinator, Events**

A diagnosis of childhood cancer changes life in an instant. For affected children and families, it can suddenly feel like everything is about cancer.

Camp Ooch & Camp Trillium (merged in 2020) offers a different journey, where kids with cancer can just be kids, and families connect with a community of strength and support when they need it the most.

So much more than a summer camp—we offer the social cure for childhood cancer. Our camp-inspired programs deliver fun, friendship, and community to children and families at no cost to them year-round, all across Ontario. New in 2020 are virtual camp opportunities reaching kids and families living in isolation—at home or in the hospital—wherever they are! Cancer changes a child's life. So does camp. And so can you. Learn more at [www.ooch.org](http://www.ooch.org).

### **Overall Purpose**

As a member of the Camp Ooch & Camp Trillium Development Department, the Junior Coordinator, Events is accountable for providing a comprehensive range of support services to the Signature, Partnerships & Engagement team so Camp Ooch & Camp Trillium achieves its long-term and short-term strategic fund development goals. These accountabilities achieve the following:

- a) The Development Department's vision to advance the profile of Camp Ooch & Camp Trillium to donors, prospects and others stakeholders to inspire ongoing commitment which will ensure sufficient resources to meet the organization's current and future needs.
- b) Camp Ooch & Camp Trillium's mission of providing kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.
- c) The fostering of a donor-centered attitude and culture of philanthropy and donor relationship management throughout the organization in order to maximize fund development opportunities.
- d) Participation in signature, partnership, community and engagement events including, but not limited to Sporting Life 10k (SL10K), Gala, and Work Camp.

In addition to achieving the above, this role will provide administrative support for all signature, partnership, and engagement events including but not limited to SL10K, Gala, R2//, CampOut, etc. They will lead the tracking of event activities (i.e. pipeline management, action entry, and contact relationship management) and fulfillment for events (i.e. SL10K kits, event supplies, signage, stewardship/recognition items). This role also provides ongoing customer service to fundraisers, including overseeing the SL10K and R2// email inboxes and phone lines.

The Junior Coordinator, Events serves as administrative support to the Director, Strategic Partnerships and Senior Development Officer, Events to prepare them for meetings, event

follow up's and oversees courier deliveries, inventory and storage space for the Development department.

**Reports to:** Senior Development Officer, Partnerships & Events

**Location:** Toronto, Ontario, Canada – 464 Bathurst St.

**Experience and Qualifications:**

*Required Criteria*

- a) A post-secondary degree/diploma or the equivalent combination of education and work experience.
- b) 1-2 years' experience working in fundraising/non-for-profit environment, and/or in event planning.
- c) Excelling skills in Microsoft Office Suite.
- d) Excellent oral and written communication skills and demonstrated professionalism, judgment and discretion in dealing with confidential or sensitive matters.
- e) Demonstrated ability to contribute to a high performing team.
- f) Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff and volunteers.
- g) A proven ability to work independently with the flexibility to take on a wide variety of assigned duties and projects.
- h) A demonstrated ability to organize work, set priorities, meet deadlines and work under the pressure of time constraints.
- i) Detail oriented with great organizational skills.
- j) Current driver's license and insurability.
- k) Current police reference check with vulnerable sector screening.

*Advantageous Criteria*

- a) Post-Secondary education in event management and/or fundraising.
- b) An understanding of the power of camp.
- c) Demonstrated commitment to volunteerism and or volunteer sector.
- d) Knowledge of CRA Guidelines.
- e) Experience using Mail Chimp, Race Roster, and Engaging Networks.
- f) Experience using CRM donor databases (Raiser's Edge experience advantageous).

*Personal/Professional Characteristics*

Well organized with proven planning and organizational skills; the ability to manage and prioritize multiple projects; respond to multiple requests; enthusiastic; personable with exceptional interpersonal skills; strong written communication skills; adaptable; diplomatic; attention to detail; able to work in an open office environment.

**Particular Working Conditions:**

- a) Works in an open office setting
- b) Occasional work outside for long periods of time
- c) This position involves considerable evening and weekend commitments and some travel that requires staying overnight and driving through Ontario and potentially the U.S.
- d) All candidates must have a G class license and be comfortable driving long distances.
- e) In consideration of the population Camp Ooch & Camp Trillium serve, the incumbent is a non-smoker.

### **Physical Requirements:**

- a) The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed in a generally hazard free environment and in a clean atmosphere.
- b) Ability to stand for prolonged periods of time; continuous computer activity; ability to lift up to 50lbs and extended work for extended periods of time to support event execution.

### **Ethics**

Operate in keeping with the organization's commitment to ethical behaviour by: Helping to ensure that the integrity, image and quality of all programs are consistent with our mission, operating principles and objectives and adhere to the code of ethics of Imagine Canada, the Association of Gift Planners, the *Canadian Code for Volunteer Involvement* and the *Code of Ethics* of the Association of Fundraising Professionals.

### **Benefits**

This position offers a competitive salary, full benefits package, vacation, and professional development.

### **To Apply**

Please send a cover letter, resume and expected salary to **careers@ooch.org** with the email subject reading **2021013 – Junior Coordinator, Events**.

*We will expect to commence screening applicants the week of March 29, 2021. This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about Camp Ooch & Camp Trillium, please visit [www.ooch.org](http://www.ooch.org) - No phone calls please.*

### **Equal Employment Opportunity**

Camp Ooch & Camp Trillium invites applications from all qualified individuals. We are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

### **Accessibility**

Upon request, Camp Ooch & Camp Trillium will provide to applicants with disabilities, accommodations that take into account the applicants' accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.