



Position: Event Planning & Sponsorship Coordinator

Hours: 24 Hours Week (Flexibility to work from home and occasional weekend and evening work for events)

*This is a temporary posting covering an 18-month maternity leave

Pay: \$25.00/hour

Description:

The Event Planning & Sponsorship Coordinator at Cyrus Centre organizes all fundraising events and manages sponsorships. The coordinator will work to create and execute events that reflect the organization's mission and values, focusing on building community engagement and support.

Duties and Responsibilities:

- **Event Planning/Management:** Handle venue bookings, vendor communications, event coordination, donation collection, permit applications, participant recruitment, volunteer management, and ticket sales.
- **Sponsorship Management:** Develop and maintain relationships with sponsors, creating opportunities for collaboration and support for events.
- **Community Engagement:** Actively engage with the community to foster partnerships, attract new donors, and promote Cyrus Centre's initiatives.
- **Budget Management:** operate and plan events within the given budget for each individual event.

Qualifications:

- Minimum 1 Year Post Secondary in Event Planning, Business Administration, Communications, or a related field.
- Strong organizational and planning skills.
- Excellent communication and interpersonal skills, capable of building strong relationships with partners and sponsors.
- Experience in event management and sponsorship coordination.
- Familiarity with Microsoft Teams.

Please submit a cover letter and resume to maren@cyruscentre.com to apply for this position.