



Volunteer Role

Event Manager

The Etobicoke Humane Society (EHS) is looking for a Volunteer, Event Manager.

The Etobicoke Humane Society hosts and manages a number of events throughout the year. The major ones are Leashes by the Lake and a Bowl-A-Thon. Additionally, we participate in a number of local events such as Taste of the Kingsway, Open Houses, Photos with Santa and Bingo.

The Event Manager, is responsible for hosting, managing and coordinating major events hosted by the Etobicoke Humane Society. This individual will also assist the 3rd Party Event Manager with select local events. This individual will collaborate with a broader team of EHS volunteers in coordination with Leashes by the Lake and the Bowl-a-Thon. This includes coordinating all details, planning and executing a successful event. This role is also responsible for staffing the events, and measuring its success.

The time commitment for this volunteer position will vary based on the upcoming event schedule. While planning an event there may be up to five hours per week although time commitment by week will vary. Prior to an upcoming event, the expectation is that more hours will be required. Ability to be on-premise at the shelter for various meetings would be beneficial, as well as the ability to be onsite for events.

Primary Duties and Responsibilities

- Coordinate and manage staff schedule for events
- Hire, train, and educate volunteer event staff
- Calculate budgets for approval, if required
- Book venues and negotiate fees
- Ensure day of event goes smoothly
- Oversee logistics: booth and table set-up, signage, power, food, etc
- Site tear down
- Responsible for the coordination of applicable items to be at event site (this



includes managing some items between you and the volunteer event staff and the broader team)

- Project management and communication
- Support vendors and third parties who are participating at the event
- Participate and chair meetings
- Capable to lift heavy items and set-up a booth

Qualifications

- College diploma/ University degree or relevant work experience.
- Minimum of 2 years experience in event marketing (coordination, set-up, communication, staffing), fundraising or an equivalent client-focused environment.
- Prior experience with charity or consumer events
- Experience influencing peers without authority
- Prior experience working in a staff capacity for volunteers and executives

Please visit us at: www.etobicokehumanesociety.com

Please send your resume and cover letter to:
director.rev.pr@etobicokehumanesociety.com