



**Job Posting:
Events Coordinator, Development
Full time / Permanent**

The Organization and Opportunity

True Patriot Love Foundation is a national charity that is changing the lives of military and Veteran families across Canada. By funding programs that support mental health, physical rehabilitation, transition to life after service, and the unique needs of children and families, we have helped over 35,000 military and Veteran families in need over the past decade through our support of 945 community-based programs across the country.

True Patriot Love is seeking an innovative, results oriented Events Coordinator to join the Development Team. Reporting to the Manager, Expeditions and Events, the Events Coordinator will support the mission and growth of the Foundation through the execution of our events portfolio. The location of the position is flexible and includes both work at the True Patriot Love office in Toronto and remote. Also, some travel may be required as directed by the event calendar and supports required.

Role Description: Key Responsibilities and Tasks

Working as part of a small but dynamic team, you will be responsible for supporting the Manager, Expeditions and Events to ensure the smooth operation of the national events program.

Tasks will include:

- Updating databases, websites, and other systems;
- Supporting the Manager, Expeditions and Events with administrative support, travel planning, and logistical support as required for all True Patriot Love events;
- Supporting the communication to all event and expedition participants with care and timely responses;
- Collaborating with the Development and Communications team in the creation of event collateral and required information for guests and participants;
- Supporting the Development and Finance teams with invoicing and sponsorship deliverables;
- Working some morning and evening hours, as required (for example, meeting participants at airports/travel point for group departures and arrivals);
- Updating and managing the True Patriot Love event calendar and circulating internally;
- Carrying out any other tasks as requested by the Manager, Expeditions and Events.

Skills & Qualifications Required

- Interest in learning about event or project management ideally in the not-for-profit sector;
- Possesses a high degree of customer service skills with the ability to work easily and effectively with internal and external stakeholders;

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- Highly organized with exceptional attention to detail;
- Excellent oral and written communication skills and the ability to communicate clearly and effectively to a variety of audiences;
- Works well in a small team environment, supporting colleagues when needed;
- Ability to manage multiple tasks;
- Previous experience in a similar role is considered an asset.

True Patriot Love welcomes and encourages applications from people of all abilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Interested applicants should visit our website at www.truepatriotlove.com.

E-mail applications preferred. No phone calls, please. We thank you for your interest, however, only those applicants to be interviewed will be contacted.

Salary Range: \$45,000 - \$50,000

Deadline for applications: Friday, August 19, 2022 at 5:00PM

Submit applications including a cover letter and resume to: hr@truepatriotlove.com

NOTE: To reduce the number of “spam” responses to this posting, respondents must include the following text in the subject line of your e-mail: “TPL Events Coordinator, Development.” True Patriot Love thanks all applicants for their interest in the role; however, only those selected for an interview will be contacted.

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