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## **JOB POSTING: EVENT COORDINATOR**

### **I. ABOUT TRUE PATRIOT LOVE**

True Patriot Love is Canada's Foundation for the military community, working to support military members, Veterans, and their families at every stage of their journey. By working as a trusted partner with local charities, social enterprises, the Canadian Armed Forces and the federal and provincial governments, True Patriot Love advocates for the needs of military members and Veterans and ensures resources are directed where they are needed most.

True Patriot Love works closely with sector partners to support the evolving needs of servicemembers in Regular Force, on Reserve, and in transitioning to civilian life and as Veterans. This work centers around four key pillars:

1. Supporting stronger military families, as spouses, caregivers, children, and youth are called upon to make profound sacrifices along with their loved ones;
2. Prioritizing well-being, by investing in mental health and transition programs amongst others;
3. Improving the rehabilitation and recovery journey through the power of sport, expeditions, and community-based programming; and,
4. Providing resources to organizations that foster connection with communities, whether it be through mentorship, volunteerism, or advocacy.

### **II. POSITION SUMMARY**

The Event Coordinator will support the mission and growth of the Foundation through the execution of our events portfolio. Reporting to the Senior Manager, Expeditions and Events, the Event Coordinator is a full-time position that will work in a hybrid capacity at True Patriot Love's Toronto based office and remotely. As a representative of the Foundation, this role may require travel domestically across Canada, with potential for international travel as directed by the event calendar and support required.

### **III. KEY AREAS OF RESPONSIBILITY**

#### **Responsibility #1. Research and planning (40% of time)**

1. Research
  - o Research potential event cities, locations, and venues based on the upcoming event cycle
  - o Lead on outreach to external vendors, with support from the Senior Manager, Expeditions and Events

2. Travel planning

- Source and book flights, accommodations and other travel requirements for event participants, while adhering to event budgets
- Source group accommodations, travel, and other travel requirements as required based on the event calendar
- Support travel bookings for internal staff as required

**Responsibility #2. Systems management (20% of time)**

1. Database

- Ensure event information is captured into our database (Salesforce)
- Work with our data team to establish effective communication to our event participants and supporters

2. Website/fundraising platforms

- Update fundraising and event information platforms (Raisin) for each event, and share with event participants with support from the Marketing and Communication and Development teams

3. Asana

- Assist with event logistics and event timelines utilizing Asana
- Prepare reports and lists for weekly/bi-weekly meetings (both internal and external)

**Responsibility #3. Participant and guest management (30% of time)**

1. Expedition participants

- Act as the main point of contact for military expedition participants (e.g., booking travel, ensure all documentation is received)

2. Event guest management

- Act as the main point of contact for all event guests (e.g., Golf, Tribute Dinners, recruitment events) with support from the Development team
- Track all guest responses and outreach in our database

**Responsibility #4 Other (10% of time)**

- Carry out any other tasks as requested by the Senior Manager, Expeditions and Events (e.g., plan and execute other "ad hoc" events, such as staff gatherings)

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#### **IV. EXPERIENCE AND COMPETENCIES**

1. Demonstrated experience in event or project management (up to 2 years), preferably in the not-for-profit sector.
2. Demonstrated customer service skills with the ability to work easily and effectively with internal and external stakeholders.
3. Organized with exceptional attention to detail.
4. Excellent oral and written communication skills and the ability to communicate clearly and effectively to a variety of audiences.
5. Works well in a small team environment, supporting colleagues when needed.
6. Ability to manage multiple tasks.
7. Posses a "can do" attitude and enjoys the fast-paced nature of events.
8. Passion or understanding of the Canadian military, and fluency in French (verbal and written) are assets.
9. Experience with CSM platform considered an asset.

*True Patriot Love thanks all applicants for their interest; however, only those under consideration for the role will be contacted. True Patriot Love encourages applications from all qualified candidates, including those who identify as Indigenous, Black, and racialized, people of all gender identities and sexual orientations, and persons with disabilities. Please advise in advance if you require any accommodation during the application or selection process.*

Interested applicants should visit our website at [www.truepatriotlove.com](http://www.truepatriotlove.com).

E-mail applications preferred. No phone calls, please.

Salary Range: \$48,000 - \$50,000/ year

Deadline for applications: March 24, 2023

Submit applications including a cover letter and resume to: [hr@truepatriotlove.com](mailto: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: "Event Coordinator"