

## Event Coordinator

MitoCanada Foundation – Oakville, Ontario

MitoCanada is Canada's only registered health foundation dedicated to transforming the lives of individuals, families and caregivers with mitochondrial disease.

Our mission is to energize and support patients, families, and healthcare providers across Canada through education, support, awareness, and transformational research. We aim to be a reliable and trusted source of information and support for Canadians impacted by mitochondrial disease.

### Position Summary

We are seeking a passionate and detail-oriented Event Coordinator to join our dynamic team. Reporting to the Director of Donor and Community Engagement, the ideal candidate will be responsible for helping to plan and coordinate national and third-party events taking place this summer and leading into the Fall, to support MitoCanada's mission. The Event Coordinator will work closely with team members, volunteers, and external partners to ensure the success of each event.

### Responsibilities

- Plan and coordinate fundraising events, such as MitoCanada signature event, Move4Mito
- Develop and implement event plans and timelines.
- Implement fundraising strategies to meet or exceed fundraising goals for each event.
- Coordinate logistical aspects of events, including venue selection, sponsorship, partner coordination, prizes and audiovisual requirements.
- Work closely with volunteers to ensure event plans and logistics are executed.
- Develop and manage event budgets, ensuring cost-effectiveness and adhering to financial constraints.
- Track expenses and provide regular updates to community partners.
- Work closely with internal team and external partners to align event goals with the organization's guiding principles.
- Cultivate relationships with donors and sponsors to secure support for events.
- Source and contact vendors (prize partners, swag vendors, apparel vendors)
- Communicate effectively with sponsors, vendors, and volunteers to ensure their understanding of roles and responsibilities
- Manage updates to promotional materials and strategies for events
- Coordinate with social media consultant to promote events and maximize attendance
- Serve as point of contact for attendees and vendors
- Communicate event details to relevant parties
- Develop post-event evaluations to assess the success of each event
- Perform other fundraising tasks, such as prospect research, donor cultivation, proposal writing and submission, and donor stewardship activities

## Qualifications

- Proven experience in an event planning and coordination/fundraising/development environment
- Excellent organizational and project management skills
- Strong interpersonal and communication skills
- Creativity and problem-solving skills
- Ability to work independently and collaboratively in a team environment
- Proficiency in using fundraising software and Microsoft Office Suite
- Knowledge of fundraising principles and strategies
- Flexibility to work evenings and weekends

## Additional Information

- This is a virtual work opportunity for 35-hours per week, at \$22.00/hour, for 16-weeks of summer employment.
- Target **start date is May 5, 2025**.
- You must have access to a computer and reliable internet
- **This summer internship opportunity is made possible through the Canada Summer Jobs program under the Youth Employment and Skills Strategy and adheres to this program's hiring criteria.**
- MitoCanada is committed to supporting diversity and accessibility. If you require accommodation(s) during the recruitment process, we will work with you to meet your needs.
- Please forward your cover letter and resume to [HR@mitocanada.org](mailto:HR@mitocanada.org) no later than **Wednesday, April 30, 2025**.