



1200 Markham Road, Suite 214, Toronto, Ontario M1H 3C3
Tel: 416-431-4847 Fax: 416-431-7283 Website: www.safss.org Email: reception@safss.org

Event Coordinator

Employer:

[Settlement Assistance and Family Support Services \(SAFSS\)](#)

Job city:

Scarborough

Job region:

Greater Toronto Area

Location:

1200 Markham Rd, Suite 214
Toronto, Ontario
M1H 3C3

Application Deadline: May 16, 2024

Job terms: full-time

Hourly Wage: \$16.55

Background:

Settlement Assistance and Family Support Services is a trusted not-for-profit social services agency that has been serving and advocating for newcomers, refugees and victims of all types of violence since 1989. The need to address Violence against Women was the seed of the organization's establishment. However, while the organization was initially founded to support women and children who were victims of domestic violence, it has since evolved and expanded its services to support other identified needs. Our trained staff provide a range of services to a diverse, multi-cultural and multi-lingual community in a responsible and professional manner in a safe non-judgmental and confidential environment that fosters trust, respect and collaboration.

Responsibilities:

Collaboration and Planning:

- Work closely with the Special Events Assistants and the organizing team to plan the one-day National GBV Conference. Collaborate with the GBV program to align the conference goals with organizational objectives.

GBA+ Integration:

- Apply GBA+ principles throughout the planning process, ensuring a comprehensive and inclusive approach to addressing gender-based violence.

Community Engagement:

- Engage with a diverse range of organizations to build collaborative partnerships for the conference.
- Encourage participation from local settlement agencies, emphasizing the involvement of newcomer youth in the event.

Promotional Material Development:

- Lead the development of promotional materials with a keen focus on inclusivity and sensitivity to diverse gender identities.
- Ensure that all materials align with GBA+ principles and effectively communicate the conference's purpose.

Community Outreach:

- Distribute posters and flyers within the community, implementing a GBA+ perspective to enhance inclusivity and promote understanding of gender-related needs.

Volunteer Coordination:

- Define and coordinate volunteer roles, placing emphasis on diverse representation and inclusivity within the volunteer team.
- Provide training and support to volunteers.

Administrative duties:

- Manage logistical aspects of the conference, including venue coordination, equipment setup, and on-site logistics.
- Oversee administrative tasks, such as registration, ensuring that processes are



SAFSS

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inclusive and respectful.

Speaker and Program Coordination:

- Collaborate with the GBV program to coordinate speakers, panelists, and workshop facilitators, applying GBA+ principles.
- Ensure that the conference program addresses key issues related to gender-based violence and promotes meaningful discussions.

Evaluation and Reporting:

- Collect feedback from participants, to evaluate the success of the conference.
- Prepare a comprehensive post-event report highlighting key takeaways, improvements and the overall impact of the conference.

Technology Integration:

- Utilize technology for conference registration, communication, and multimedia components, ensuring accessibility and engagement.

Inclusive Environment:

- Create a welcoming and diverse atmosphere for everyone attending the National GBV Conference, ensuring respect and inclusivity for all.

Qualifications:

- University degree or college diploma in business, tourism or hospitality or related field preferred
- Previous experience in event planning or related field is considered an asset
- Good verbal communication skills in English and interpersonal skills to work with clients, vendors, and team members
- Proficiency in event planning software/tools is ideal
- Exceptional organization and time management skills to meet deadlines and handle multiple projects simultaneously
- Creative problem-solving abilities to address challenges that may arise during events/planning
- Additional responsibilities as assigned based on event needs

Reports to: (ED) Assistant & Bookkeeper

This is a temporary (8 week) full-time unionized position, based on a 35 hour week schedule from Monday to Friday.



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How to apply:

Submit your resume & cover letter to: recruitment@safss.org

Settlement Assistance & Family Support Services is an equal opportunity employer and committed to an inclusive, equitable and accessible workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please contact the HR department at SAFSS.

Only applicants who will be interviewed are contacted.