



ProudPolitics Canada

Summer 2022 Employment Opportunity

Job Title: Events Coordinator (1 position)

Summary:

We are seeking one (1) Event Coordinator, to support, facilitate and maintain healthy partner relationships with our community partners. The Event Coordinator will focus on enhancing outreach to and gaining a better understanding of the needs, barriers, and opportunities of our core constituents: under-represented 2SLGBTQ+ candidates and leaders, through,

- The planning, coordination and execution of webinars and/or in-person events; and
- Undertaking research activities.

Responsibilities:

- Work with the executive team and communications officers to develop, prepare, and implement an engagement strategy (e.g., events, online campaigns) and plans for the upcoming Ontario 2022 provincial election and 2022 municipal elections. Engagement may include webinar and in-person events.
- Develop and execute a research project to better understand the barriers, needs, and opportunities of 2SLGBTQ+ candidates.
- Fostering and maintaining networks to build capacity and collaboration
- Keeping well-informed on leadership commitments and priorities
- Determining logistical details and activities for events and/or programming
- Developing and implementing community engagement strategies and plans

Requirements:

- Strong desire to learn, while exhibiting a professional drive
- A passion for community and civic engagement and partnerships development (either through professional experience or volunteer experience)
- Have interest and knowledge of Canadian politics and current affairs
- Have lived experience or knowledge of 2SLGBTQ+ communities and politics is a plus
- Strong computer skills with proficiency in MS Office programs, Google Suite, & Social Media platforms
- Good oral and written communication, interpersonal, and organizational skills
- Ability to meet deadlines and thrive in a fast-paced, flexible working environment
- Ability to work both independently and within a team environment
- Event planning and coordination experience is a plus

All candidates must:

- This position is part of our Canada Summer Jobs Program funded by Service Canada to provide employment opportunities for youth. You must be legally entitled to work in Canada and be between 15 - 30 years old on start date June 2022 to apply

Rate and Hours Per Week:

- This is a remote contract part time position, and the candidate is expected to dedicate
- 17.5 hrs/week for X months (June to August, 2022) – *end date negotiable*
- Target Start Date of the position: **Monday June 6, 2022**
- Rate: \$15 / hour (as provided by Canada Summer Jobs Program)

Next steps:

- Please send applications by email to: **info@proudpolitics.org**
- Subject: [Applicant's Name, Last Name] [Position Title]
- Please include a CV, any relevant links, and an explanation of why you'd like to join us
- Applications are requested by **Friday, May 20, 2022 by 5:00pm Eastern.**

Supervision:

The successful candidates will work with the ProudPolitics executive team. Ongoing support and mentorship will be offered to ensure holistic development of the candidate in capacities relevant to the job. Regular touchpoints will be scheduled for the candidates to receive support and direction, as well as targeted opportunities and guidance for personal growth and development. We aim to make this a comprehensive learning experience for our candidates as you gain professional skills in research, partnership development, strategic planning, community development, communication, and leadership.

About ProudPolitics Canada:

ProudPolitics' is a multi-partisan national organization, whose mission is to diversify the face and voice of Canada's politics by breaking down barriers for marginalized and under-represented 2SLGBTQ+ leaders to realize their potential to civic-leadership, whether that be serving on public boards/commissions, leading advocacy or political campaigns, or through elected office. Learn more at www.proudpolitics.org.