

**Jewish Community Centre of Greater Vancouver**  
**950 W. 41<sup>st</sup> Avenue, Vancouver, BC V5Z 2N7**  
**Phone: 604.257.5135**

Department: **Events**  
Title of the position: **Event Coordinator**  
Reports To: **Event Director**

**Primary Responsibility:**

**To provide the Event Director with administrative, logistical and organizational support with all major fund raisers and events. The Event Coordinator is also responsible for spear heading the Auction component of the annual Sports Dinner event.**

**Key Areas of Responsibility:**

- Administrative support relating to large scale fundraising events including the annual JCC Sports Dinner (800 attendees), Gala, and any other Board identified events.
- Provide support for the Event Director in all aspects needed as they relate to major fund raisers and events.
- Provide support to the Sports Dinner Committee and any other committees for events as needed, including minutes and organizing meetings.
- Assist with the preparation and distribution of event-related promotional and communication materials, both hard copy and online.
- Source out various vendors as needed such as corporate gifts, print houses, décor etc.
- Organize the Live and Silent auction for the Sports Dinner. This includes but is not limited to solicitation of items, tracking and organizing of items, posting our items on the website, donor recognition, Auction Tracker input, and following up with and properly thanking donors after the event.
- Manage the Auction at the event, including proper bidding procedure, auction volunteers, auction display and payment procedures.
- Make sure all auction donors have received tax receipts for their donations.
- Provide administrative support for advertising sales (regarding Sports Dinner & Gala).
- Organize and oversee volunteers for events.
- Manage the wine promotion program through the US Consulate for events.
- Obtain necessary gaming and liquor licenses for events.

**Qualifications:**

- The successful candidate will have a minimum of 2 years of major event and fundraising experience
- Strong computer skills including Microsoft Word, Excel, and familiarity with databases; preferably Auction Tracker
- Understanding marketing and event promotion in the non-profit community
- Ability to work independently as well as in a team environment.
- The ability to handle numerous projects simultaneously while under tight deadlines
- Accurate, detail-oriented and a good sense of time management
- Excellent organizational, planning, communication and interpersonal skills
- Commitment to work overtime as required

Salary is commensurate with experience

Email resume to: [nicki@jccgv.bc.ca](mailto:nicki@jccgv.bc.ca)

\*\*Only candidates selected for an interview will be contacted

\*\*No phone calls please