



Do you pride yourself on making a difference in the lives of others? Are you passionate about animals and animal welfare? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals.

We have an opportunity for a **Special Events Organizer** to join our team and work in a fast paced, exciting, and growing organization. *This is a Canada Summer Jobs position for a period of 8 weeks, 35 hours per week.*

The Special Events Organizer is an integral part of the Fund Development Team. Reporting to the Manager, Community Initiatives you will assist the Manager of Community Initiatives and the Community Initiatives Coordinator in the planning and execution of fundraising events and engagement activities, including (but not limited to):

- Soliciting gifts in kind from local businesses as well as documenting and tracking the secured items
- Coordinating deliverables for the Annual Doggie Dip, including marketing collateral, content and responding to participant inquiries
- Provide administrative support for community fundraisers and the Pawsitive Partners program – tracking and organizing incoming requests, preparing certificates, coordinating cheque presentations, and stewarding fundraisers
- Provide administrative support for the planning of Santa Pet Pics – coordinating volunteers and photographers as well as marketing plans and assets
- Provide administrative support for Prancing with the Stars event – coordinating communication and marketing assets and assist with the planning of Media Launch event.

This position provides an opportunity for someone who is a highly motivated, enthusiastic team player, who would like the opportunity to grow their skills within a fundraising environment.

BASIC QUALIFICATIONS:

- Education: post-secondary education in a related field
- Previous experience with event planning and the solicitation of gifts in kind
- Proficient in Microsoft Office
- Experience working in a fast-paced environment
- Must be reliable; ability to work some evenings and weekends (minimal)
- Clear Criminal Background Check

PREFERRED QUALIFICATIONS/SKILLS:

- Diploma or degree in event planning considered an asset
- Excellent interpersonal skills with the ability to build relationships with key internal and external stakeholders
- Demonstrated ability to work within a team environment
- Demonstrated ability to work independently but consults with Manager as necessary
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations
- A demonstrated compassion towards people as well as animals

- Demonstrated ability to work with diverse groups of people

This is a Canada Summer Jobs position. Employment will be for a period of 8 weeks. Applicants must be between the ages of 15-30 years old and be a Canadian resident to be qualified.

Interested applicants please submit a cover letter with resume to;

fundraisingcareers@omhs.ca no later than May 20, 2022

Commitment to Diversity and Inclusion:

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which we serve. We are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status or any other bias.

We strive to create a safe and judgement free environment, in which we draw on the differences in who we are, what we have experienced, and how we think. We foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities.

If contacted in relation to a job opportunity, please advise the HR Manager of accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.