



YWCA
REGINA

A TURNING POINT
FOR WOMEN
UN POINT TOURNANT
POUR LES FEMMES

1940 McIntyre Street
Regina, SK S4P 2R3
Phone: 306.525.2141
Fax: 306.525.2171

ywcaregina@ywcaregina.com
www.ywcaregina.com

Manager of Events, YWCA Regina

Hours of Work: Flexible schedule based on 37.5 hours a week to meet the demand of the organization

Length of Employment: Permanent

Compensation: \$51,187.50 per year + Benefits and Employer RRSP Contributions

Open to: Internal and External applicants

The YWCA Regina exists to support all women and families in the realization of their full potential which benefits the community as a whole.

- Women and families are safe, secure and free from gender-based violence. They have access to safe, affordable and stable housing.
- Women and families are empowered and supported in accessing tools and navigating systems to advance their wellness and are thriving, respected and valued through the process.
- The community benefits from the full and equal inclusion and advancement of women and families because their experiences and perspectives are built into the foundation of all facets of society.

Further, *“YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In particular, YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships are corrupted as racism against Indigenous peoples prevails throughout the fabric of Canadian society. The Association is committed to systemic change and to actions that further justice, truth, and reconciliation for Indigenous peoples and the society as a whole.”* (YWCA Policy Manual).

Position Description

Under the supervision of the Sr Director of Development, the Manager of Events has the primary responsibility of planning and executing YWCA Regina's 3 cornerstone events, Women of Distinction, Walk a Mile in Her Shoes, and Coldest Night of the Year. The Manager of Events will also provide support or lead smaller events throughout the year in collaboration with the Fund Development Team and/or YWCA Regina Advocacy Committee.

They will work cooperatively with the Fund Development team to establish event targets and goals, and then will leverage events committees, stakeholders and sponsors to ensure that the positioning events meet these goals.

The successful candidate will be a bold, creative thinker, with an entrepreneurial spirit and ability to break out the big picture into a plan for execution.

Responsibilities

Event Planning and Management includes:

- Create and manage the timeline, critical path and task list for all YWCA Regina hosted events
- Lead all event planning and production meetings and discussions.
- Organize and lead collaboration with the communications team on event concept, graphic design/production/printing, and event marketing.
- Negotiate costs and services with vendors; book event space, arrange food and beverage, order all supplies/decorations, coordinate audiovisual equipment & operation
- Coordinate the logistics for shipping supplies
- Secure guest speakers and entertainment; review internal and external communication such as release, speeches, and scripts.
- Coordinate rehearsals, pre-event meetings, and committees
- Create event sponsorship packages and lead the solicitation and securing of sponsorships.
- Organize and manage the invitation, registration, and guest list details, including communication with dignitaries and officials.
- Act as a liaison to community groups and vendors
- Conduct inter-department briefing and debriefing meetings for individual events; coordinate with colleagues across all departments on relevant event elements
- Develop budgets, make purchases (supplies, decorations, etc.), track and manage expenses for all events in order to keep them cost-effective and in-line with organizational budget goals
- Facilitate event volunteer committees and manage all event volunteers

Qualifications

- 1-2 years' experience working in events with large companies/organization or creative/communication agencies
- Experience in PR or Event agency is a plus
- Solid experience in managing large-scale & complex projects
- Post secondary training in Communication, Marketing or related areas an asset
- Possess strong organizational, time management and problem-solving skills
- Ability to work well under pressure and multi-task effectively independently and in a team setting
- Excellent written and verbal communication skills
- Excellent professional deportment with ability to maintain composure when managing conflicting priorities for multiple stakeholders
- Strong event management, budget management, project management, skills
- Comfort in running events and programming both in person and digitally
- Effective communicator and strong interpersonal skills
- Strength as a critical thinker and crisis planner
- Flexibility with work schedule to allow for some meetings and events that may be held outside of normal working hours (early mornings, evenings and weekends)
- Highly adept in Microsoft Office (Outlook, Word, Excel and PowerPoint), event platforms and donor database software (Raiser's Edge, or other fundraising databases).
- Knowledge of donor databases such as Raiser's Edge and peer-to-peer plug-ins would be an asset
- Working from a feminist, anti-oppressive / anti-racist perspective

To Apply: Submit a cover letter and resume to Chelsey Lemke, Sr. Director of Development at chelseyl@ywcaregina.com by June 30, 2022.

We invite applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Metis, or Inuit) in the cover letter and/or resume.

Only applicants selected for an interview will be contact. No phone calls please.

Closing Date: June 30, 2022