

## **Fundraising Events Coordination and Department Summer Staff**

### **About Us**

Since 1979, Foothills Academy Society has provided impactful and life-changing camp experiences for children, teens, and youth with Learning Disabilities, ADHD, and related diagnoses. A place where children and youth are seen and understood for who they are, with individual supports in place for each young person to find understanding, build confidence and maximize their potential.

### **About You**

Foothills Academy Society is not only a place for our children and youth to grow but for our staff to grow too! We are passionate about helping staff develop new skills and find their passions within their role. Foothills staff are defined by their desire to grow, take responsibility for any missteps (we all make mistakes!), are flexible when changes happen, communicate with others clearly and honestly, and are self-starters.

### **Position Overview**

Reporting to the Manager, Community & Alumni Engagement, this position will be part of the fund development team. This role will participate in the event planning, coordination, and execution of all fund development and communications activities with a particular focus on the Block Party at Foothills Academy Society and the Gordon Hoffman Charity Golf Classic, which raises funds to support the programs offered by Foothills Academy for children and youth with Learning Disabilities and ADHD.

This position is not limited to folks with a set background in working in events, non-profits or communications and marketing. We appreciate having staff with diverse backgrounds who want to learn on our teams, as they often provide new perspectives on our programs, policies, and how Foothills Academy Society can be successful.

### **Physical Demands of the Role**

Candidates must be able to see and respond to event attendees and other staff consistently. Candidates must be able to work in a consistently mobile fashion - moving for up to 4 hours a time. Candidates must be able to sustain attention to the event attendees without significant impairment.

### **Key Position Responsibilities**

In accordance with our mandate of creating a caring and safe environment for children and their families, we require an up to date (within 6 months of start) Police records with Vulnerable Sector Screening. We also require that all staff be currently eligible to work in Canada.

### **Communication**

- Effectively communicate with internal and external stakeholders to ensure successful events.
- Ensure timely and accurate communication to sponsors and attendees.
- Create and edit mass communication items - social media, targeted emails, etc.
- Assist with invitation management, managing RSVPs, and following up with invitees and sponsors.

### **Organization**

- Provide overall administrative and project management support to the events.
- Work collaboratively with volunteer committees and day of support to execute tasks, as directed by the department manager, in a timely fashion.
- Liaise with the venue about Food & Beverage on on-course logistics needs
- Liaise, in conjunction with the department manager, with event spaces to coordinate logistics and set up/tear down.
- Oversee auction management, logging, tracking, and item winner pick up.
- Support the training and on-site support of volunteers.

### **Other Duties as Assigned**

#### **Preferred Qualifications (in order of priority);**

- You have a developed problem-solving, analytical skills and communication skills
- Others consider you to be a self starter, and someone who takes initiative.
- You are Inquisitive, resourceful and collaborative.
- You are interested in developing your skill set.
- You are professional and honest, with a high level of integrity .
- You are proficient with Google Suite, registration software, database management, graphic design tools such as Adobe Suite or Canva, and social media tools.
- You may have related education and/or experience in events, volunteer management, communications and/or fundraising.
- You have experience with event coordination Experience, working or volunteering with a non-profit organization and with volunteers.
- You can work effectively under pressure and maintain a positive attitude in response to unexpected issues or changes.
- You are flexible with your work schedule to accommodate some meetings and events that may be held outside of normal working hours (early mornings, evenings, and weekends), particularly in the days leading up to the event.
- Driving License

### **Position Details**

#### Compensation

\$20.00 per hour, 35-40 hours per week.

#### **Contact Information:**

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Foothills Academy Society is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace that is free from discrimination and harassment. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens, permanent residents, and those with authorization to work in Canada. Accommodations are available by request for candidates taking part in all aspects of the selection process.