



# Job Posting: Event Coordinator

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Hourly Wage Rate: **\$12/hour**

Start Date: **May 5, 2014**

End Date: **August 29, 2014**

Number of Hours per Week: **37.50**

## THE IDEAL CANDIDATE

Apply for this job if you're a student who just finished one year of school and preparing for another year (this is a requirement of the funding for this position). You most likely are studying child and youth work, community work, social work or a related field. You love community mobilization and facilitating groups.

Because this role is within Children's Mental Health Ontario's New Mentality Program, you are excited to learn more about and contribute to strengthening mental health services for youth across Ontario. Perhaps you know first-hand how to recover from a mental health problem like depression and that makes you passionate about this cause. Perhaps you are a visible minority or a person living with a disability and it is from this perspective that you have a passion for empowering youth to make a positive difference in their communities.

All of this passion and interest is equally combined with an ability to organize and follow step-by-step plans towards your goal. This position's focus on detail and event planning skills doesn't intimidate you because you are organized and efficient and know when to ask for help.

## THE ROLE

Our Event Coordinator will work within our New Mentality Program to convene 80 youth, staff and allies for four days in July. This event, at the YMCA Geneva Park in Orillia, will bring together leaders from across Ontario who are making a difference in the lives of children and youth with mental illness. The Event Coordinator will support the designing, planning, delivery and reporting from this event.

Specifically:

- Promote training on website and social media
- Develop and monitor online registration, manage scholarship requests
- Liaise with venue coordinator to arrange rooming, event space, and other logistics
- Schedule, arrange, and track travel arrangements for participants, staff, and volunteers
- Design on-site training materials, including agenda, program, and resources
- Provide on-site support to facilitation team, with opportunities to lead workshop sessions
- Coordinate digital media during event, including live tweeting, facebook posts, and photography
- Develop written report post-event, compile photos and artwork, develop online resources
- Other related tasks as required

**APPLY BY NOON, APRIL 28, 2014**

Send resume to Caralyn Quan, Coordinator, The New Mentality, Children's Mental Health Ontario  
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