



## Events & Community Engagement Specialist

<b>Location:</b>	Ottawa, Ontario
<b>Reports to:</b>	Executive Director, YSB Foundation
<b>Employment Status:</b>	Full-time, Permanent
<b>Bargaining Unit Status:</b>	Excluded
<b>Annual Salary:</b>	\$55,328.00 - \$66,518.40
<b>Language requirements:</b>	English is essential; Bilingualism (English & French) is preferred
<b>Closing date:</b>	October 31, 2022
<b>BFOR:</b>	Not applicable
<b>Competition #:</b>	22-128
<b>Posting Stage:</b>	Internal & External

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### About us:

**YSB:** Founded in 1960, the Youth Services Bureau (YSB) is one of the largest and most comprehensive non-profit agencies in Ottawa and a registered charity. It provides mental health services, employment programs, emergency shelter, community, health and housing services, and justice programs to youth in the Ottawa area, serving upwards of 3,000 vulnerable youth aged 12+ and their families every month. YSB employs 350 caring professionals in more than 26 locations across Ottawa.

**The YSB Foundation:** The Youth Services Bureau Foundation (YSB Foundation) raises funds in support of YSB programs, services and capital improvements. Since the start of the pandemic, the Foundation Team continued its focus on digital fundraising and hybrid events, and was proud to receive the Association of Fundraising Professionals Ottawa Philanthropy (Ottawa chapter) 2021 Award for Innovation in Fundraising.

**The role:** In the Events & Community Engagement Specialist role, you will use your exceptional skills, energy, creativity, and storytelling ability to bring our signature events to a new level of awareness and participation while also supporting a growing number of third-party event partners. Reporting to the Foundation's Executive Director, you will work as part of a highly collaborative, goal-oriented and productive team and be responsible for overseeing the planning, production, marketing, evaluation and financial reconciliation of all events. You will continuously seek new ideas and new ways of ensuring our team's success in supporting YSB's programs and services in youth housing, mental health, employment and justice.

We are searching for a real dynamo, passionate about YSB's work in helping youth be all they can be regardless of barriers they face or have faced in the past.

### What you will do:

#### **Coordination of the YSB Foundation's events portfolio**

- Continue to steward, reimagine and reinvent signature events

- Steer the development of new opportunities to build community awareness and profile through potential new signature and third-party events, including the development of an annual plan and event work plans that include objectives, timelines, budget and post-event reports
- Support a growing range and volume of third-party events to ensure an appropriate level of support is provided, and an exceptional level of partnership is maintained for retention
- Lead the retention of current event sponsors, and collaborate with Executive Director and Fundraising Coordinator to seek out prospective new sponsors
- Manage the in-kind donations program with support from Foundation team colleagues
- Utilize strong administrative and computer skills to ensure all administrative and data management tasks associated with event management are captured in a thorough, detailed and timely fashion in the Foundation's donor database management system (Raiser's Edge) and to enable ongoing stewardship
- In collaboration with the Foundation team and YSB's Communications Coordinator, ensure an appropriate level of communications and marketing support for signature and third-party events as well as sponsor recognition
- Foster positive relationships internally within YSB, as well as with donors, sponsors, event participants, volunteers, staff, and the community
- Lead the recruitment of volunteers for signature and community events, and support corporate and community group volunteer activities within YSB
- In collaboration with the Executive Director and Foundation Team, help facilitate the recognition plan for all event-related participants, sponsors and volunteers
- Attend and represent the Foundation at community events as required, represent the YSB Foundation and provide support as a member of third-party event planning committees.

#### **Community Engagement Strategy**

- Support and drive the evolution of the YSB Foundation's engagement strategy, in line with best practices and trends in the field
- Coordinate, plan and organize activities or events in line with the YSB Foundation's engagement strategy
- Respond to, receive, organize and help distribute in-kind donations.

#### **The YSB Foundation's Youth Cabinet**

- Mentor and guide the YSB Foundation's Youth Cabinet in learning about YSB's services and sharing that knowledge with their peers.
- Coordinate the Youth Cabinet's fundraising events and activities, ensure they are recognized for their high school volunteer hours

#### **This opportunity may be right for you if:**

- You possess post-secondary education in events management, marketing, fundraising, and/or equivalent of training and professional experience
- You possess 3+ years of hands-on corporate and/or non-profit event experience
- You are passionate about fundraising in support of young people
- You have a proven ability to set and accomplish goals and objectives, and can manage your time and establish priorities with minimal direction
- You are a high energy individual with a positive attitude, exude passion and enthusiasm, provide superior customer service and stewardship, and carry out your work with a high level of professionalism
- You value and respect diversity, equity and inclusion and are dedicated to working within a positive and supportive workplace and team culture
- You are a problem solver, and have above average attention to detail, accuracy and thoroughness
- You have a high level of flexibility, good judgment, resourcefulness, and you take initiative

- You possess strong computer literacy including Microsoft Office, Raiser's Edge and AKA Raisin
- You have solid communication skills, including solid verbal and written skills, as well as listening skills and a high level of respect working with colleagues, donors, Board members, suppliers and partners
- You have the ability to adhere to tight deadlines in a fast-paced work environment
- You are able to work a flexible schedule, including occasional evenings and weekends
- You have valid driver's license and access to a reliable vehicle

**You get bonus points if:**

- You are bilingual
- Have 2+ years' community engagement experience, with demonstrated passion for engaging students, educators, parents, community groups, and faith groups
- You possess experience with AKA Raisin or a similar peer-to-peer fundraising platform
- You have experience in creating virtual events, including podcasts

**What we offer:**

- An opportunity to join a vibrant team and be part of truly meaningful and rewarding work;
- 15 days of annual vacation + 1 personal day;
- 100% YSB-paid group health benefits;
- Pension plan from Day 1;
- A team where you get to be yourself everyday and where you have the freedom to innovate.

**Join us!**

If you think this vacancy is a good fit, we would love to hear from you. Please [visit the career section of our website](#) to submit your resume and one-page cover letter. Don't just tell us what we want to hear, tell us your story and why you would make a great addition to our team.

We know applying to a job takes time and thank all candidates for their interest. While we are not able to get back to every candidate, we will ensure shortlisted applicants are aware of their status and will do our best to provide feedback if that can be helpful.

*At YSB and the YSB Foundation, we are committed to building a workforce that reflects the diversity of our community. We encourage applications from Indigenous peoples, racialized people, people with disabilities, people from the LGBTQ community and/or people with intersectional identities. Accommodation will be made available for applicants with a disability throughout the hiring process, kindly make your needs known in advance. Due to COVID19 protocols, the selected candidate will adopt a hybrid model of office and remote work but must be willing to work exclusively at the office if this becomes necessary.*

*All interested candidates are encouraged to apply. In the event a qualified candidate is not found, candidates that do not meet the qualifications indicated on the posting may be considered. Qualified candidates may be contacted at any time throughout the application window, upon the closing date.*