

## Position Description

### Event Coordinator – Independent Contractor

The Calgary Celiac Association (CCA) has an opening for an Event Coordinator. The successful candidate will report to the Board of Directors, managing all aspects of event production. As a non-profit supporting people with Celiac Disease and those with gluten-related disorders, the CCA aims to provide high-quality, safe, and energetic events to support the community. The Events Assistant will support this role by:

- Creating successful events to serve the Celiac and gluten intolerant community
- Managing set-up, event coordination, and tear-down
- Establishing relationships with venues and vendors
- Ensuring events run smoothly
- Coordinating volunteers and recognizing their efforts
- Providing logistical support through managing event supplies as needed, and moving items between the event site and CCA office.
- Coordinating onsite and offsite logistics
- Preparing and assembling non-food related event materials such as printed materials, paper supplies, signage, etc.
- Managing a budget for events with minimal support
- Obtaining sponsorships for events and maintaining current sponsor relationships
- Supporting CCA Charity Administrator with some administrative duties to cover vacation time

The successful candidate will:

- Have the ability to cope with a detailed and diverse workload and client portfolio while prioritizing and completing all tasks in a time-sensitive manner
- Be a self-directed individual who can work independently, be proactive, take the initiative and take charge when necessary
- Be able to work flexible and varied hours depending on event requirements (evenings, weekends, expanded daily hours)
- Have excellent verbal and written communication
- Have strong organizational skills
- Possess knowledge of events performance, and ability to provide reports for future events planning
- Demonstrate good knowledge of Office Suite
- Have strong customer service skills
- Have experience working with volunteers, preferably in a non-profit environment
- Successful candidate must have own vehicle

As an independent contractor, the Events Coordinator role is flexible and on-call role. The contracted hours may be up to 20 hours per week, but will vary depending on the events schedule. This is a one

year contract running from approximately October 2024 to September 2025. Rate of pay is \$22-26/hr. The independent contractor is not an employee of the CCA and there are no associated benefits.

Please email cover letter and resume to [info@calgaryceliac.ca](mailto:info@calgaryceliac.ca). No phone calls please. We thank all applicants for their interest though only those selected for interviews will be contacted.