



## Internal/External Posting

### Events Coordinator

**Contract Position: 35 hours per week**  
**Contract Period: June 2022 – July 2022**  
**Salary: \$18.00 per hour**

**This is a summer job opportunity for full-time college/university students, aged 18-29 years, intending to return to full time post – secondary school in September 2022 or, individuals 18-29 years who are not in school.**

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

### Job Summary

Under the direct supervision of the Health Promoter/Community Relations Specialist, the Community Relations and Special Events Support Worker will assist in planning, developing and implementing projects and initiatives that will build LAMP's presence and connections to the community.

The incumbent will ensure that all organizational policies are followed.

### Primary Responsibilities

- Learn about the organization's mission, values, programs and services and communicate that information to the community.
- Gather LAMP CHC information materials and support the distribution of these materials
- Create and maintain an updated contact list of groups and institutions in the Lakeshore Area.
- General Administrative duties.
- Outreach to various organizations (including multi-cultural) to raise the awareness of LAMP Community Health Centre and its services.
- Provide information and referral support during the outreach.
- Support the creation of marketing materials, social media campaigns and promotion.
- Plan and implement activities/events that celebrate diversity.
- Support the development of special events and conduct outreach to ensure maximum participation through social media and other methods.

- Assist with special projects as assigned.
- Participate and organize planning meetings as required.
- Work as a member of a team with volunteers, community members and staff to help develop and foster positive working relationships/partnerships in networking and coalition building.
- Some evening and weekend work required.

### Required Qualifications

- Some post-secondary education in communications, social work, health promotion, journalism or marketing is required.
- Enjoying the community and experience or strong interest in working with the public.
- Creative, good at organizing, outgoing, friendly, approachable, polite.
- Interest in doing community outreach, building relationships with ethno-cultural groups and organizing displays.
- Interest/Experience in working with people from various cultural, ethnic, socio-economic and developmental backgrounds.
- Interest in creating marketing materials, and social media communications updates.
- Strong planning skills, organizational, team work, leadership and time management skills.
- Excellent interpersonal skills necessary to work effectively across all levels of the organization's diverse workforce.
- Excellent communication skills, both verbal and written, with the ability to clearly convey information and ideas.
- Positive attitude and dependable with strong initiative and the ability to work both independently and in a team oriented atmosphere.
- Open minded, eager and willing to constantly learn and improve oneself.
- Knowledge of the Lakeshore Community is an asset along with an understanding of the diversity and ethno-cultural communities in South Etobicoke.

### Proficiency in the Following Computer Skills

- Solid working knowledge and ability to navigate a PC windows environment, including shared drives.
- Strong skills and experience using Microsoft applications (Word, Outlook, Excel, PowerPoint & Publisher).
- Strong skills and ability to easily navigate the internet/intranet environment and literacy in social media.
- Ability to learn new software quickly and willingness to continuously develop technology skills.

### Working Conditions

- Willing to work a flexible schedule including some weekends and evenings.
- Must be able to work in a fast paced, multi-faceted environment and make quick decisions.
- Ability to effectively understand the appreciation of guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice. **“Walk the talk.”**
- There is an expectation for all employees to participate in two events per year for the agency; these events may be during the evening or on a weekend.

*LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.*

Please send your resume with a cover letter to **Human Resources:**

<b>Email Address</b>	<b>recruiting@lampchc.org</b>
<b>Subject</b>	<b>Job Opening for Events coordinator</b>
<b>Internal Deadline</b>	<b>5:00 pm on Thursday, May 05, 2022</b>
<b>External Deadline</b>	<b>5:00 pm on Thursday, May 12, 2022</b>

***We thank all applicants for their interest. However, only those selected for interviews will be contacted.***

***No phone calls please.***