

SPECIAL OLYMPICS PRINCE EDWARD ISLAND POSITION DESCRIPTION

March 2023

TITLE

Special Events Coordinator

DESCRIPTION

The Special Events Coordinator is the staff person of Special Olympics PEI (SOPEI) responsible for ongoing support for implementation and administration of fund development events, campaigns, and activities.

QUALIFICATIONS

- Knowledge of and experience in the field of individuals with an intellectual disability is an asset.
- Demonstrated knowledge and successful background in fund development is an asset.
- Driver's license valid in PEI, and access to a vehicle.
- Effective communication, interpersonal and influencing skills, including demonstrated ability to build and maintain networks, effectively resolve conflict, provide advice, and communicate effectively in English (both in writing and verbally) on sensitive issues with professional diverse range of stakeholders.

RESPONSIBILITIES

Fundraising Campaigns and Events

- LETR Fill Your Freezer - April
- LETR Polar Plunge wrap-up – April
- LETR Torch Run Relay – May
- LETR Fun Run - May
- 5-Pin Bowling Provincials – May
- Sobeys campaign – June
- Shed Draw campaign – June-August
- Enriching Lives Gala and Auction – April-July
- Team PEI 2024 Draft and Booster Club – July/August
- Partnership Campaign – August
- LETR Truck Convoy – August

Partner Stewardship

- Weekly Thank Notes
- Cheque Presentation Photos
- Press Releases and Social Media Announcements
- Social and In-Person Stewardship Campaigns
- CRM Updates
- Maintain working relationship with sponsors, organizations, and other groups related to promotion of SOPEI activities
- Ensure adherence to brand standards for Special Olympics

Communications

- Annual Campaigns
- National Campaigns
- Weekly Content
- Daily Engagement
- Weekly Analytics

Fiscal Management/ Administration

- Follow all fiscal controls at all organizational levels
- Provide support to other SOPEI staff as required
- Perform other duties as assigned by the Executive Director

SUPERVISION

The Manager - Communications, Fund Development, Schools & Youth supervises the performance of this position and provides ongoing direction.

SUPERVISION EXERCISED

The Executive Director directly supervises all Special Olympics staff.

MISSION

Special Olympics PEI is dedicated to enriching the lives of Islanders with an intellectual disability through sport

Special Events Coordinator

Date

Executive Director

Date