



## Events Manager

The Events Manager is responsible for planning and coordinating the activities of the Events Department, as well as directly coordinating the organization's programs and events. The Events Manager oversees the Events Officers, Events Coordinators and Regional Leads. Reporting to the Director of Programming, and working as part of the Leadership Team, the Events Manager works with the entire administration team, as well as the extended volunteer team, to ensure that all Random Acts' events are performed in a timely and organized fashion.

### RESPONSIBILITIES

- Oversee all programs and events organized by, and on behalf of, Random Acts, including:
  - ensure that regular contact is maintained with volunteers and the Regional Representatives with regards to the acts and/or events performed
  - lead the research for all programs and events
  - ensure programs and events are performed in a timely manner
  - ensure that all required release forms and other documentation are completed and submitted to the appropriate departments
  - ensure appropriate communications with Social Media, Communications Department and Public Relation to enable information be shared with supporters in a timely fashion
  - ensure all appropriate footage and documentation for the programs and events are provided to the appropriate departments
- Maintain the Class Act program
- Oversee the planning, development and execution of the AMOK and E4K programs
- Oversee the planning and organizing of Random Acts' functions at conventions, in collaboration with the Fundraising Team
- Provide aid to the Fundraising Team and Leadership Team with any fundraising events
- Manage and encourage the development of the Events Department staff
- Keep the Director of Programming and the Leadership Team informed of significant problems that jeopardize the well-being of the organization
- Attend regular staff and departmental meetings

### DESIRED QUALIFICATIONS AND SKILLS

- Tactful, creative and enthusiastic, with the ability to positively motivate others
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Ability to work effectively with diverse groups, including staff, supporters, and the public
- Excellent computer skills
- Excellent organizational and time management skills
- Flexibility concerning work schedule to accommodate evening and weekend meetings
- Prefer Bachelor's degree or equivalent in event planning, project management or related field, preferably in the non-profit sector
- 1 – 3 years of experience in event planning, project management or related field