

IWOO is hiring for the summer!
Event Planner and Recreational Coordinator

About the Iranian Women's Organization of Ontario:

IWOO is a non-profit, charitable organization which believes through the empowerment of women and the most vulnerable we are able to build better communities and positively contribute to the overall health of our society. Since 1989, we have developed and delivered programs and services that have provided meaningful engagement, dialogue and supports for seniors, newcomers, LGBTQ+, youth and many others. IWOO continues to build capacity as we serve more in our community. We are guided by the Human Rights Code of Ontario and abide by strict anti-oppression and anti-harassment policies.

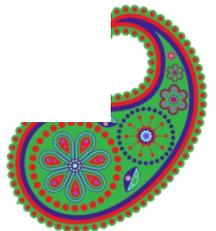
Who we are looking for:

- The eligible candidate must be between the age of 15 and 30 years old.
- Must be legally permitted to work in Canada as a Canadian citizen, permanent resident, or a person on whom refugee protection has been conferred under the immigration Refugee Protection Act.
- The eligible candidate will work for 8 weeks, for 35 hours per week.
- The wage is \$14.00 per hour

The candidate will report into the Office Manager and the head of the Events Committee. The Event Planner and Recreational Coordinator assists in the coordination and execution of events including meetings, regular IWOO programs, and fundraising events. They may work in a variety of situations, including regular recreational programs, special events, and offsite field trips.

Duties include but not limited to:

- Performing event administrative duties
- Developing, coordinating and implementing event plans
- Implementing risk management
- Implementing marketing plans
- Implementing on-site events
- Coordinating staff and volunteers
- Working with seniors and youth
- Must have flexibility to move around and attend offsite events



Requirements:

- Fluency in both English and Farsi is required
- Ability to work effectively and collaboratively in a team environment and with staff, board of directors and volunteers
- Excellent customer service skills, including both verbal and written interpersonal communication skills
- Exceptionally self-motivated, self-directed and carries a can-do, positive attitude
- Deadline oriented with strong attention to detail
- Fluency in both English and Farsi is required
- Having access to a vehicle is an asset

Please send your resume and a cover letter and two references to Info@iwontario.com by **no later than** May 26, 2019. Please state "Applying for Summer Job: Event Planner and Recreational Coordinator" in the subject line of the email. Kindly provide your full address and date of birth in the body of the email.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

