



Events Coordinator/ Administrative Assistant

Organizational Description:

VOICE for Hearing Impaired Children is a charitable organization established over 45 years ago to provide emotional and technical support to families of children with hearing loss who are learning to listen and speak. VOICE has thrived over the years and has developed into a successful organization that is recognized as one of the largest parent support organizations for families of children with hearing loss. VOICE relies on the generosity of its donors and sponsors to deliver its programs and services.

The Position:

VOICE conducts a number of events intended to both raise public awareness of the organization and its services and supports and to raise funds to sustain these programs and services. The Event and Administrative Assistant's role will support the work of the VOICE organization with duties that include, but are not limited to:

- Providing support to fellow staff members and volunteer committees in planning and execution of fundraising events including bookings, soliciting financial and sponsorship support for events, coordinating conference exhibitors, raffles and auctions
- recruiting and overseeing volunteer base for events
- donation processing and tax receipting
- maintaining print resources and records
- responding to inquiries about VOICE membership and processing new and renewed membership with monthly membership updates to VOICE chapters and community representatives
- assisting with answering and redirecting telephone calls

Qualifications:

- Post secondary education in public relations or development field
- Commitment to training and skills development
- High level proficiency with: Word, Excel, Access, and Outlook, online research
- Excellent English oral and written communication and organizational skills
- Ability to meet deadlines with a high degree of accuracy and efficiency
- Ability to work independently with limited supervision

Assets:

- Awareness of challenges faced by parents of children with hearing loss
- Experience coordinating fundraising events
- Reliable vehicle transport

This is a full-time (35 hour) per week position with a starting salary of \$14.00 per hour. Please submit resume to: info@voicefordeafkids.com by February 5, 2010. Only those applicants selected for an interview will be contacted.