Kerr Street Mission (KSM) is a Christian charity dedicated to helping the community of Oakville care for low-income and at-risk families and youth, by coming alongside families in distress and helping them get to a healthier, more sustainable situation and by developing youth so they do not end up in poverty.

KSM facilitates the communities' *response* to the needs of families and individuals in distress and creates opportunity for God's love and compassion to be shared in practical and tangible ways. KSM serves low-income and at-risk families and their children. Our faith in Jesus Christ, and the love and compassion we have received from Him motivates us to have love and compassion for others. We believe every person is created in the image of God and is loved and valued by Him. We serve people of all faiths without discriminating, proselytizing or condition.

Position Title: Events Coordinator
Type: Permanent / Full Time
Effective: January 2027
Rate: $28.00 – $31.00

Position Summary: The **Events Coordinator** leads the planning, delivery and stewardship of KSM's four major fundraising events, grows community-hosted events in collaboration with the LIT Youth Development Coordinator, and builds KSM's Volunteer Group Engagement program - turning corporate and community groups into long-term supporters along KSM's donor pathway. This role moves beyond event support into **event and program ownership**: setting workplans, managing budgets, leading committees and volunteers, and measuring results. We are looking for a passionate, organized self-starter who loves bringing people together, can juggle multiple deadlines with calm, and wants to see companies, groups and our wider community rally around neighbours in need.

Key Responsibilities:

1. Major Events ~60%

- Own KSM's four major events: workplans, timelines, budgets and revenue/attendance targets for each
- Lead end-to-end delivery: planning, vendor and venue management, logistics, run-of-show, on-site set-up, execution and tear-down
- Recruit, lead and support event committees; prepare agendas, take notes and track action items
- Manage invitation and guest lists, RSVPs, registration and ticketing, and pre/post-event communications
- Coordinate sponsor recognition, on-site fulfilment and event-day logistics with the Corporate Fundraiser, who owns sponsorship solicitation

- Source, solicit and manage auction, raffle and prize items, including any required gaming/lottery licensing
- Recruit, brief and supervise event volunteers; act as on-site lead and decision-maker on event day
- Coordinate with Communications on event branding, promotion and social media, ensuring KSM brand standards
- Proactively manage risk, insurance and permits, and resolve urgent event issues as they arise
- Complete post-event debriefs and results reports (revenue, cost-to-raise, attendance, new donors, sponsor retention) with recommendations
- Support donor stewardship at events; thank-yous, recognition and follow-up so attendees become long-term supporters

2. Community Events ~20%

- Serve as KSM's main contact for third-party / community-hosted fundraisers (schools, faith communities, businesses, service clubs, sports teams and individuals), in collaboration with the LIT Youth Development Coordinator
- Build and maintain a Community Events Toolkit; how-to guide, approved logos and messaging, poster templates, donation and food-drive guidelines
- Approve, onboard and support community organizers; ensure brand, CRA receipting and legal compliance
- Coordinate food and fund drives with schools and community groups in partnership with the Food Security team
- Represent KSM at community events, booths, cheque presentations and speaking opportunities
- Track community event pipeline, revenue, pounds of food raised and new contacts; steward organizers with timely thanks and impact updates

3. Volunteer Group Engagement ~20%

- Drive corporate and community group engagement along KSM's donor pathway - moving groups from a first volunteer experience to repeat engagement, giving, sponsorship and advocacy
- Create and maintain a menu of value-added group volunteer roles that run independently of department resourcing: self-contained projects with clear guides, materials and outcomes
- Customize Corporate Impact Days for high-potential companies, tailored to each company's interests, team size and giving potential; hand off follow-up opportunities to the Corporate Fundraiser
- Recruit, train and develop Volunteer Ambassadors as future in-house or community KSM representatives: hosting groups, staffing booths and speaking on KSM's behalf
- Liaise with the LIT Youth Development Coordinator to plan and staff volunteer coverage for community events

EVENT & ENGAGEMENT PORTFOLIO:

Event / Initiative	Role	Key Deliverables
Live on Kerr	Lead	Workplan & budget, venue coordination, sponsors, guests, run-of-show, pre/post thank-you
MIT	Lead	Town of Oakville & vendor coordination, sponsors, staff coordination, on-site lead, thank-you
Golf Tournament(s)	Lead	Committee support, course & vendor coordination, sponsors, prizes, on-site lead, thank-you
2027 Ball Hockey	Lead	Team/school recruitment, logistics, promotion to target groups, volunteers, results report
Community-Hosted Events	Coordinator	Toolkit, organizer onboarding, compliance, recognition and stewardship, with the LIT Youth Development Coordinator
Community Event Coverage	Partner	Volunteer coverage plan with the LIT Youth Development Coordinator
Corporate Impact Days	Lead	Custom group experiences for high-potential companies, logistics, impact story, handoff to Corporate Fundraiser
Group Volunteer Roles	Lead	Self-contained group projects, role guides, scheduling, onboarding, impact tracking
Volunteer Ambassadors	Lead	Recruitment, training, speaking and booth support, pathway to in-house or community roles

MEASURES OF SUCCESS:

- Major events delivered on time and on budget, meeting agreed revenue and cost-to-raise targets
- Post-event reports completed within 30 days of each event
- Year-over-year growth in the number of, and revenue from, community-hosted events
- Growth in the number of corporate and community groups volunteering with KSM, and their repeat-booking rate
- Groups progressing along the donor pathway, from volunteering to giving, sponsoring, hosting or advocating for KSM
- Corporate Impact Days delivered for high-potential companies, with documented follow up opportunities for the Corporate Fundraiser
- Group volunteer roles that run with minimal department staff time
- Number of trained, active Volunteer Ambassadors representing KSM in-house and in the community

- New donors and volunteers acquired through events and group engagement, and their retention into year two

QUALIFICATIONS:

- Post-secondary education in Event Management, Nonprofit Management, Communications or a related field, or equivalent experience
- 3+ years of event planning experience, ideally in a nonprofit or fundraising setting, including leading events from concept to completion
- Experience in volunteer management, corporate community engagement or employee volunteer programs is a strong asset
- Proven budget management, project management and vendor negotiation skills
- Experience recruiting, training and leading volunteers, volunteer groups and committees
- Excellent written and verbal communication; comfortable representing KSM in public
- Highly organized with strong attention to detail and the ability to manage competing deadlines
- Proficient with Microsoft 365 and donor/CRM databases; event registration platforms an asset
- Valid G driver's license and access to a vehicle
- Alignment with KSM's mission, vision and values; a heart for serving our neighbours

WORKING CONDITIONS:

- Limited evening and weekend work, primarily around major events and group volunteer activities, with flexibility in lieu
- Some physical work, including set-up and tear-down and lifting up to 25 lbs

Interested candidates should submit their Resume and Cover Letter to humanresources@kerrstreet.com by December 3, 2026. Early applications are encouraged. *Only candidates selected for an interview will be contacted. We appreciate the time and effort taken to apply and thank all applicants for their interest in joining our team.

A successful vulnerable sector police background check is a requirement and a pre-requisite along with a minimum of two references. All employees must comply with the Mission, Vision and Core Values of Kerr Street Mission.

Kerr Street Mission is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. We offer an environment that will support you in reaching your potential. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in their cover letter when they apply.