

Events Planner – Ref. No. 19013

Administration - Community Health Centre

1-year Term | Full-Time

The Alex: Changing Health. Changing Lives. The Alex Community Health Centre is a not-for-profit organization that is changing how we look at health care in Calgary. Our health, housing and food programs support our most vulnerable neighbours, tackling tough health and social issues head-on. Using a multi-disciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of health care that is accessible, responsive and participatory. In addition to the Community Health Centre, we run a Seniors Health Centre, a Youth Centre, two Mobile Community Health Buses, one Dental Health Bus, four Housing First Programs, a Community Food Centre and Youth Law.

What we do and why we do it:

The Communications and Fund Development departments serve the strategic goals of The Alex, telling the story of the work we do in new and compelling ways, and engaging and activating our community to come together to change health and change lives.

We are searching for a self-motivated and outgoing Events Lead to assist our organization in delivering phenomenal events that support both our Communications and Fund Development goals and our organizational culture.

Who you are:

You are a creative, adaptable, clipboard-wielding, detail-oriented force to be reckoned with. Your negotiation skills help us keep costs low and quality high, and you have great existing relationships with vendors, caterers and venues. You know that memorable events are all about storytelling, and that we need to do more than serve up a rubber-chicken dinner in a banquet hall to have impact in our community. You are equally comfortable planning a black-tie event or a neighborhood BBQ, and have a passion for building culture, bringing people together, and creating fun, dynamic experiences for our community.

What you will do:

- Chair ad hoc planning committees as required
- Create and manage our events calendar
- Conceptualize event themes and concepts
- Manage event budgets
- Prepare and manage event timelines, with marketing support from Communications
- Ensure compliance with insurance, legal, health and safety obligations, AGLC requirements
- Coordinate with vendors, caterers, rental companies and other stakeholders during event planning
- Specify staff and volunteer requirements and coordinate their activities
- Manage event set-up, tear-down, and follow-ups
- Process payments and invoices
- Develop guidelines for 3rd party events
- Outreach to increase 3rd party event partnerships

What you bring:

- Degree in Hospitality, Public Relations, or Marketing or 7-10 years equivalent work experience
- Strong technical knowledge
- Strong organizational skills
- Project management experience
- Meticulous attention to detail
- Multi-tasker with strong work ethic
- Superior interpersonal skills
- Creativity
- Strong leadership qualities
- Expert communication skills
- Current First Aid/CPR is mandatory
- A class 5 driver's license, \$2,000,000 liability coverage in car insurance, and vehicle are mandatory

How to apply:

If you are as passionate as we are about making a difference in people's lives, please submit your resume to jobs@thealex.ca and be sure to include the job title and reference number in the subject line.

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

For further information about The Alex and its programs, we encourage you to visit our website at www.thealex.ca