

Position Title: Special Events & Communications Specialist (Fixed Term Contract)

Department: L.E.A.D. Department

Location: Windsor-Essex County, Multiple Locations

Reports to: Programs Manager

Works closely with: Programs Coordinator, Executive Director

Employment Status: Part-Time (Contract)

Schedule: Monday to Friday, 14 hours per week. Flexibility for evenings and weekends as required.

Position Summary

The Special Events & Communications Specialist will support the planning, coordination, promotion, and successful delivery of WEST's International Women's Day (IWD) celebration and other special events and initiatives. The position will work closely with the Programs Manager and WEST staff to coordinate event logistics, communications, community outreach, promotional activities, stakeholder engagement, and event-related materials. The successful candidate will contribute to the development and execution of engaging events that support WEST's mission and strengthen community awareness and participation.

Specific Duties and Responsibilities:

Event Planning and Coordination

- Assist with planning, coordination and execution of WEST's International Women's Day celebration and other special events.
- Develop and maintain event timelines, schedules, checklists and planning materials.
- Assist with coordinating event logistics, including venues, room setup, equipment, catering, supplies, signage, registration, and other event requirements.
- Coordinate with speakers, presenters, vendors, community partners, volunteers and other stakeholders.
- Assist with invitations, registrations, attendance tracking, confirmations and event follow-up.
- Support event-day coordination and assist with resolving logistical issues as they arise.

- Prepare event agendas, presentations, signage, promotional materials, and other event-related resources.
 - Assist with tracking event-related expenses, invoices, and documentation.
 - Conduct post-event follow-up and assist with gathering feedback and evaluating event outcomes.
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Communications & Outreach

- Develop and coordinate communications and promotional materials for WEST events, initiatives, programs, and organizational activities.
- Develop and maintain social media content and promote WEST events, services, initiatives, and community engagement.
- Prepare and edit presentations, invitations, flyers, announcements, reports, and other internal and external communications.
- Coordinate the promotion of the International Women's Day celebration and other special events through appropriate communication channels.
- Develop engaging written and digital content that reflects WEST's mission, programs, services, and impact.
- Support public relations and community outreach activities, including the preparation and distribution of press releases, event announcements, and organizational updates.
- Assist with media, community partner, stakeholder, and public inquiries related to events and communications.
- Build and maintain positive relationships with community partners, media contacts, speakers, and other stakeholders to support WEST's events and outreach initiatives.
- Assist with the development of event-related promotional campaigns, including social media content, email communications, invitations, and other promotional materials.
- Ensure communications and promotional materials are accurate, professional, accessible, and consistent with WEST's organizational messaging and branding.

- Coordinate the collection of photographs, stories, testimonials, and other content for use in WEST's communications and promotional activities, where appropriate.
 - Monitor engagement with communications and promotional activities and provide feedback and recommendations to improve outreach and participation.
 - Assist with documenting and communicating the outcomes and highlights of WEST events and initiatives.
 - Collaborate with WEST staff to ensure timely and coordinated communication of organizational activities, events and announcements.
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Qualifications

- Completion of a College or University program in Event Management, Communications, Marketing, Public Relations, Business Administration, or a related field. An equivalent combination of education and relevant experience may be considered
- Minimum of 2 years relevant experience in event planning, event coordination, communications, marketing, public relations, or related field.
- Demonstrated experience planning, coordinating, and supporting events from initial planning through to completion.
- Experience coordinating with vendors, community partners, speakers, volunteers, sponsors, media contacts, and other stakeholders.
- Experience developing promotional materials and written communications for events, programs, or organizational initiatives.
- Experience managing social media content and supporting digital communications.
- Strong organizational and project coordination skills, with the ability to manage multiple tasks, deadlines, and event requirements simultaneously.
- Knowledge of the nonprofit and community services sector is considered an asset.
- Knowledge of issues and services relevant to immigrant, newcomer, and diverse communities is considered an asset.

- Strong interpersonal skills and the ability to build positive working relationships with staff, community partners, stakeholders, and members of the public.
 - Proficiency with Microsoft Office, Microsoft Teams, Canva, and other commonly used digital communication and event-planning tools.
 - Strong attention to detail and demonstrated ability to maintain accurate event and communications materials.
 - Ability to work independently with minimal supervision while also contributing effectively as part of a team.
 - Ability to work occasional evenings and weekends as required for events.
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Essential Skills

- Excellent written and verbal communication skills.
- Strong event planning, coordination, and organizational skills.
- Ability to manage multiple priorities, deadlines, and event requirements effectively.
- Strong attention to detail and accuracy.
- Strong problem-solving and decision-making skills.
- Ability to communicate and collaborate effectively with diverse groups, community partners, stakeholders, and members of the public.
- Proficiency with Microsoft Office and commonly used digital communication and social media platforms.
- Ability to develop clear, engaging, and professional written and promotional content.
- Ability to remain professional, organized, and composed in a busy or time-sensitive event environment.

How to Apply:

- Submit your cover letter and resume to careers@westofwindsor.com and/or alejandrov@westofwindsor.com
- WEST of Windsor Inc. values diversity and encourages all qualified individuals to apply.
- Only candidates selected for an interview will be contacted.
- Number of openings: 1
- Wage: \$25-\$30 an hour