

# EVENT COORDINATORS

We're excited to announce that we're hiring four Event Coordinators for the upcoming season! This year, Cycle Toronto will bring our [Bike Valet](#) and outreach materials to commuter stations, tabling events, and festivals across Toronto such as Mayfair, Field Trip, MEC Bikefest, NxNE, and many more. We're looking for energetic, detail-oriented people with a passion for cycling.

Event coordination involves managing multiple priorities and requires multi-tasking, organization, and leadership. Our ideal candidates are also professional, collaborative, and comfortable engaging with the public and working with our dedicated volunteers. Event Coordinators will report to Cycle Toronto's Communications & Outreach Manager.

## **Responsibilities:**

- Act as the team leader for volunteers at outreach events; liaise with Operations Coordinators
- Run the information table, handle cash and effectively engage the community about cycling issues, Cycle Toronto campaigns, and promotions offered by Cycle Toronto's partners
- Mentor outreach volunteers and help schedule volunteer shifts & training
- Assist in coordinating logistics for upcoming outreach events
- Provide feedback and track event attendance and other metrics as required
- Must complete Cycle Toronto volunteer training prior to start of contract

## **Our candidates:**

- Must be reliable, organized and punctual
- Are available for evening, weekend, and some holiday shifts (this is a must)
- Can demonstrate experience working on teams and/or customer service. Supervisory experience is an asset
- Are empathetic, gregarious and adept at engaging with a broad spectrum of personalities in an inclusive environment
- Have a background/interest in community/city building, politics, transportation, and grassroots advocacy
- Are Cycle Toronto members in good standing and think all of us should be!

**Terms of employment:**

This is a part-time position on contract from April to October 2015, with the possibility of an extension.

**Application process:**

Please submit a cover letter and resume to [rebecca.thorpe@cycleto.ca](mailto:rebecca.thorpe@cycleto.ca) before Friday April 17, 2015 at 12:00pm with the following subject line: Event Coordinator.

Cycle Toronto values diversity and we are an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.