

Events Director

COMPANY DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement, and therefore enhancing quality of life.

DESCRIPTION

The Board of Directors is the legal authority for the Northern Hills Community Association. As a member of the Board, the Events Director is in a position of trust for the community and is responsible for the effective governance of the organization. Governed by the Mission Statement and working within the policies and procedures of the Association, the Events Director collaborates with committees on necessary logistics and external communications for events.

- Unpaid Volunteer Director Position
- Start Date: Flexible
- Remote Work
- Time Commitment: Average 5 to 10 Hours per week
- Length Commitment: Elected term of 2 years

RESPONSIBILITIES

- Chair the events committee.
- Attend and prepare for Board meetings to discuss opportunities and resources needed to host events.
- Collaborates with office staff and committees into the legal needs of an event, and ensures event compliance with appropriate municipal licenses, permits, and other mandatory requirements.
- Liaison with other committees and directors to ensure all events' needs are met, including funding and volunteers.
- Manage the budgets for events and ensure that monetary resources are properly allocated.
- Work with an events committee and direct the team to ensure specific needs of an event are covered and that potential risks are minimized.
- Collaborate with office staff in the creation and design direction of event-specific marketing pieces.
- Oversee the NHCA's presence at all events and ensure that the NHCA is represented in a professional and personable manner.
- Any additional event tasks that need to be addressed.

REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, and Panorama Hills.
- Previous volunteer or professional experience related to event or project management.
- Demonstrated leadership, creativity, resourcefulness, and excellent ability in planning and communicating.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



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- Well-developed project management skills with strong attention to detail and demonstrated time management skills.
- Strong interpersonal and relationship management skills and ability to represent the NHCA in a professional manner.
- Proficient in MS Office 365.

BENEFITS OF VOLUNTEERING

- Receive an NHCA Membership (local business discounts, program discounts and more!)
- Join a community platform to pursue your passion and make a difference in your community.
- Gain volunteer hours and a deeper connection with the Northern Hills community.
- The opportunity to network with a talented leadership team and Board.
- Continue to develop interpersonal skills or apply your skills to help your community.

APPLICATION

Submit your application with your resume, cover letter and qualifications to volunteer@nhca.ca.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.

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