



PO Box 157  
Toronto PO C, ON  
M6J 3M9

t 416.533.9372  
f 416.533.7867  
www.theredwood.com

## Canada Summer Jobs, Event Planner Job Description

December 16, 2024

The Redwood assists women and children to live and thrive free from abuse, homelessness, and poverty. Core services include a 35-bed emergency shelter, 24/7 access to counsellors through text, live chat and telephone crisis lines, employment initiatives to help survivors become economically self-sufficient, and anti-violence intervention and prevention counselling that Redwood caseworkers bring directly to survivors living in neighbourhoods all over the GTA.

As an organization, we demonstrate our commitment to our mission by working from a client-centered, feminist, anti-racist and anti-oppression framework. We are committed to social change through learning, collaboration, and advocacy.

### Job

### Summary

The Women in Trades and Technology (WITT) program is seeking a Program Assistant to support events and administrative planning. The Program Assistant will assist in organizing graduation events, workshops, and training sessions, as well as handling various administrative tasks. This role involves working closely with the WITT team to ensure smooth operations and successful program delivery.

### Main Responsibilities

#### WITT Program Graduation

- Assist in gathering guest lists and guest information.
- Prepare invitation templates, distribute and keep track of invitations.
- Follow up on invitation requests via phone and email.
- Book venue for graduation and coordinate with vendors for the event.
- Arrange and purchase all decorations for the event.
- Coordinate with The Redwood's Fundraising and Communications Team on event details.
- Prepare agenda and flow of the event, including speeches and music arrangements.
- Print out and frame certificates for all participants.
- Purchase flowers for participants and graduation gifts.
- Send and keep documentation of media consent forms from all event attendees.

#### Workshops and Training

- Assist in gathering participant and guest lists and other information.
- Prepare workshop informational templates and invitations.
- Follow up on invitation requests via phone and email.
- Assist with space set-up.
- Assist with facilitation of the event if needed.
- Coordinate ordering and distribution of food for all attendees if needed.

## **Financial Documents Organization**

- Review financial request forms from the WITT program and ensure all information is completed to be submitted to the Finance Department.
- Ensure proper labelling of all related documents.
- Ensure receipts are attached to each financial document as necessary.

## **General Responsibilities**

- Adhere to all policies, procedures, guidelines, routines, and requirements of The Redwood.
- Abide by The Redwood's Code of Conduct/HR Policies.
- Punctually attend meetings and supervision. Fully participates in team discussions, information sharing and ideas.
- Contribute to the building of a cohesive and motivated team that works in an environment that is flexible, adaptable, and open to continuous learning, unlearning and change.
- Maintain confidentiality of all The Redwood organizational information.
- Demonstrate excellent judgement and an ability to work independently.
- May be assigned other responsibilities, within reason, as determined by the manager.

## **Working Conditions**

- Work in a standard office setting, 5 days a week.

## **The Successful Candidate Will Possess the Following Qualifications**

- Fulfill the requirements of the Canada Summer Job qualifications.
- Complete a valid background check.
- Proof of full Covid-19 Vaccination or proof of medical exemption.
- Some event planning experience.
- High degree of integrity with the ability to handle confidential and sensitive information and issues.
- Able to multitask in a fast-paced and dynamic work environment and work independently.
- Prior experience or education in a related field (social work, administration, etc.).
- Excellent interpersonal and communication skills.

The Redwood is committed to the development of a staff and management team that reflects the diversity of the communities we serve. Applications from Indigenous Women, Women of Color, 2SLGBTQ+ and Women with disabilities are strongly encouraged.

The Redwood provides accommodations during all parts of the hiring process upon request to applicants with disabilities. If contacted, please advise of any accommodations required.

Please note that as a congregate living setting, The Redwood requires all its workers to be fully vaccinated against Covid-19. Proof of full vaccination status or proof of medical exemption will be required to be considered for the position.