



## Special Events Planner

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### **About York Region Educational Services:**

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in York Region and beyond with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

### **About this opportunity:**

As a Special Events Planner, you will oversee the full event lifecycle—from concept development and budgeting to vendor coordination, logistics, and on-site execution. You will work closely with internal teams to create events that are meaningful, professional, and aligned with organizational goals. Your work will ensure seamless operations and memorable experiences at conferences, workshops, outreach events, community programs, and other organizational gatherings.

Key responsibilities are as follows:

- Plan, coordinate, and execute events such as conferences, seminars, outreach programs, school events, and community gatherings.
- Develop event concepts, timelines, schedules, and project plans aligned with organizational objectives.
- Collaborate with internal teams to ensure event goals, messaging, and branding are consistent.
- Prepare and monitor event budgets, track expenses, and manage cost-effective resource allocation.
- Negotiate vendor contracts and maintain relationships with venues, suppliers, and service providers.
- Oversee logistics including venue setup, décor, audio-visual coordination, catering, and transportation.



- Manage event registration, attendee communication, and customer service.
- Supervise on-site event operations, resolving last-minute challenges with professionalism.
- Create promotional materials and coordinate event marketing in collaboration with the marketing team.
- Document event performance through feedback surveys, attendance metrics, and post-event reporting.
- Assist with cross-departmental projects that contribute to outreach, engagement, and organizational growth.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

#### Requirements:

- Dedication and passion for event planning, coordination, and community engagement.
- Experience planning events, coordinating logistics, or working with vendors.
- Strong organizational and time management skills with the ability to handle multiple projects.
- Excellent written and verbal communication skills.
- Creative thinking, problem-solving abilities, and strong attention to detail.
- Ability to work 35 to 40-hour work weeks, including evenings and weekends depending on event schedules.
- Mobility to commute across the Greater Toronto Area, mainly York Region and Toronto, to attend and manage events.
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These must be completed before the first day of work.

#### Assets:

- Experience in community events, corporate events, outreach programs, or nonprofit event coordination.
- Experience with marketing or promotional content creation.
- Fluency in more than one language (reading, writing, speaking, and listening).
- Access to a car and a valid G2/G Ontario driver's license.

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.