

Community Relations/Event Coordinator

Position: Full-Time Hybrid Role **Location:** Regina, SK

Term: 1-Year Term with potential for permanent

Reports To: Director of Development

Introduction: The Council hosts events ranging in size from a dozen participants in a classroom-delivered safety training program, to 850+ attendees at our annual Safety Seminar and trade show. Many of these events are, or may transition to, online in the form of live broadcasts. We also have a presence at or participate in a variety of other third-party (external) events.

Although important, the successful execution of a positively memorable event today requires more than the ability to book a venue and choose the menu items; it necessitates continuous engagement with all stakeholders from the time there is a sensed interest in participation or attendance to the layers of follow-up that last well beyond the end date.

In addition to event coordination, this role is also responsible for the implementation of public relations activities that will increase knowledge of, and enrollment in, the Career Safety Education program and the Mature Driver Refresher Course. This is accomplished by liaising with existing, and developing new, key community and education contacts throughout the province.

Responsibilities: While adhering to budgets and allotted costs, the position is responsible for the planning and timely execution of, and/or participation in, both internal and external events that align with the Council's vision.

Participate in the selection of topics, venues, presenters, entertainment, and other required resources (scheduling of the aforementioned).

Participate in the creation and support of event-related communications leading up to, during and after events. This may involve promotional activities, event reminders, social media interaction during events when applicable, and follow-up communications.

Participate both directly and indirectly in efforts to promote, fundraise and secure sponsorship for events.

Maintain relationships with event sponsors, volunteers, and steering committee members.

Other related responsibilities and duties as assigned.

Qualifications: Applicants should be prepared to discuss their approach and personal philosophy to successfully planning events and creating the best possible customer experience during them.

Continued next page

 Saskatchewan Safety Council

 /sasksafetycouncil  @SkSafetyCouncil  /company/saskatchewan-safety-council

www.sasksafety.org

1.855.280.7115



Knowledge of project management systems and customer relationship management platforms are beneficial, as is a related education in communications, marketing, and public relations.

Notes: As Council events are participated in by both the community at large, and as a part of workplace activities, the Engagement Coordinator will be called upon to work some evenings and/or weekends.

Successful applicant must possess a valid Class 5 driver's license and have a reliable vehicle available for work usage. A satisfactory driver's abstract and criminal record check will be required.

At the Council, we strive, not just to meet minimum standards but, to achieve excellence and help shape new best practices. All Council personnel must continuously demonstrate honesty, integrity, and mutual respect, in all activities done in the name of the Council.

Please apply with a resume and cover letter to hr@sasksafety.org. Clearly articulate how your relevant experience, education, and skills combine to make you an ideal candidate for this role on our team. Only those selected to continue in the recruitment process will be contacted.

About the Saskatchewan Safety Council

The Council, a non-profit registered charity, offers a competitive salary and benefits befitting skills and experience.

Vision

The Saskatchewan Safety Council's vision is "Creating a safer Saskatchewan to live, work and play."

Mission

The Mission of the Saskatchewan Safety Council is "Working Together to Achieve a Safe Saskatchewan."

The Saskatchewan Safety Council believes in building strong relationships with businesses and the community to help them make safety the right choice.

Values

The Saskatchewan Safety Council adheres to the following values. These principles and beliefs guide behaviours, decision-making processes, actions, programs and services.

- Integrity
- Respect
- Honesty
- Open Communication
- Teamwork