



Position: Event Coordinator

What's in it for you: This is an opportunity for you to develop event planning, management, and leadership skills. You will help to raise awareness in stuttering and making a difference in the lives of people who struggle with stuttering by connecting others in meaningful events.

Purpose: The Event Coordinator will coordinate and execute events for CSA, aiding the organization's mission of providing support to Canadians who stutter and their families by raising much needed funds.

Key Responsibilities:

- Research and connect with venues and vendors that fit the occasion within budget
- Schedule staff and set-up/clean-up for the day of the event
- Oversee each phase of the event to ensure it runs smoothly

Skills: We are looking for someone who is passionate about CSA's mission of supporting Canadians with stutters and their families. CSA's Event Coordinator should have excellent communication skills, be organized, and is comfortable working under tight deadlines.

Experience: Previous experience with event planning is preferred. Backgrounds in marketing, hospitality, and/or non-profit work would be an asset.

Time Commitment: 2-4 hrs/month; flexible hours