



## JOB POSTING

### Special Events and Outreach Assistant, Summer Student

Casey House is a 14 bed sub-acute specialty hospital under the *Public Hospital Act*, founded in 1988. Casey House provides a continuum of care in a home-like environment for adults living with HIV/AIDS through a comprehensive range of inpatient, outpatient and community-based services. Casey House is committed to providing compassionate quality care by an extensive, inter-professional team.

This is an exciting opportunity for a dynamic post-secondary student with a keen interest in fundraising and community outreach in not-for-profit cultural and/or healthcare sectors to gain job-related skills and mentorship from the Casey House Foundation. Casey House will mark 2019 with several significant milestones: remounting June's HIV+ Eatery, a pop up restaurant featuring HIV positive individuals-turned-cooks; participation in Doors Open Toronto; a parade float at PRIDE Toronto; the 26<sup>th</sup> anniversary of the premier Canadian contemporary art auction Art with Heart; the expansion of Voices for World AIDS Day, part of Canada's national concert series marking International *World AIDS Day*.

Position:	Special Events and Outreach Assistant, Summer Student
Reports to:	Manager, Special Events
Hours:	37.5 hours/week with availability on evenings and weekends
Status:	Full time Temporary, April 1 to September 2, 2019
Compensation:	\$15.00 per hour Plus additional compensation of 13% percentage in lieu of benefits and 6% vacation pay

#### **POSITION SUMMARY:**

Reporting to the Manager, Special Events, the Special Events and Outreach Assistant will have the unique opportunity to see what makes Casey House signature events so successful and use their passion, skills and experience to elevate these events to the next level and assist with other duties as assigned.

#### **RESPONSIBILITIES INCLUDE:**

##### ART WITH HEART

- Liaising with participating gallerists and artists regarding framing requirements
- Tracking artwork transportation pick up and storage
- Distributing and collecting donation contracts from participating gallerist and artists
- Populating and maintaining artwork database
- Assisting with event planning logistics at auction venue and digital silent auction
- Organizing and formatting artwork images for print catalogue, web and social media
- Sourcing event related materials for preview events and auction

### DOORS OPEN TORONTO

- Work with Casey House Volunteer Program Manager to schedule and train tour and site volunteers
- Assist with installation and memorial quilt exhibit

### PRIDE TORONTO

- Assisting in the conception and execution of float design and event logistics
- Sourcing apparel and promotional materials for event
- Liaising with Casey House Recreational Therapist and Volunteer Coordinator as well as community partners to recruiting volunteer marchers
- coordinating schedule for volunteer marchers
- Obtaining quotes from external contractors such as DJs, sounds equipment and vehicle rentals, etc.

### VOICES for World AIDS Day

- Assisting in identifying and soliciting potential talent, local community partners and in-kind donations for event

### JUNE'S HIV+ EATERY

- Obtaining quotes from external contractors and event rental companies
- Managing rentals drop off and pick up schedule
- Assisting with on-site set up and tear-down of event

### **SUPERVISION / MENTORSHIP PLAN:**

The Special Events and Outreach Assistant will work closely with and receive tasks from Manager, Special Events. This includes daily contact and weekly meetings to review work-back plans and goals. Special Events and Outreach Assistant will be exposed to many facets of Casey House Foundation and Hospital staff, clients, committee members, volunteers and stakeholders, gaining problem solving, decision-making and interpersonal skills. The Manager, Special Events will mentor Special Events and Outreach Assistant, helping student develop to database, event logistics and community building skills.

### **QUALIFICATIONS:**

Post-secondary student in a communications, arts or fundraising program with previous experience in assisting with special events and demonstrated experience working within the LGBTQ community.

At Casey House, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve, including those living with HIV/AIDS. Casey House is committed to providing accommodations in all parts of the hiring process. If you require an accommodation, we will work with you to meet your needs

Email your cover letter, outlining your expertise, together with an updated resume, to [careers@caseyhouse.ca](mailto:careers@caseyhouse.ca). Please insert: *Application for Special Events and Outreach position* in the email subject line.

POSTED DATE: March 6, 2019

CLOSING DATE: March 20, 2019