



Hiring: Event Coordinator (Part-time)

The Peterborough Drug Strategy (PDS) is a collaboration of organizations from the Peterborough area who come together with the goal to mitigate the harms associated with substance use. We are currently recruiting an Event Coordinator for our Question of Care project. Please visit our websites at www.peterboroughdrugstrategy.com and www.questionofcare.com.

Position Description

We are piloting a new model for our Question of Care project and we need an experienced event coordinator to take the reigns. The pilot will run this Fall 2017 and will offer six workshops that are each two days in length. You will be responsible for coordinating all logistics, including securing the space, registration, catering, implementing the course evaluations as well as working with the trainer.

Required Skills

- Minimum 1-3 years of similar event coordination experience
- Proven ability to work independently with minimal supervision and take initiative

Complementary Skills

- Experience working on issues related to substance use, social determinants of health, harm reduction and/or health promotion
- Experience working in a non-profit environment

The successful candidate will be hired as an independent consultant for 10-15 hours per week from September 2017 to December 2017 at a rate of \$25/h+HST. There is a possibility of an extension based on the results of the pilot. The successful candidate will be required to complete a Police Check.

Please send your resume and cover letter in **one file** to hire@peterboroughdrugstrategy.com. **Applications are due by noon on August 14th, 2017.** Please include the position title in the email subject line.

PDS is committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should any applicant require an accommodation through the application, interview or selection process, please contact at hire@peterboroughdrugstrategy.com.