



Summer Employment Opportunity

Events and Partnerships Intern

Contract: **June 24– August 30, 2019**

Hours: **30 hours per week, Monday - Friday**

Salary: **\$12.25 per hour**

Location: **Charlottetown, PEI**

Parkinson Canada is the definitive voice for Parkinson's disease in Canada. Our purpose is to transform the lives of people living with Parkinson's. We do this through research leading to better treatments and the end of Parkinson's, advocacy bringing the voices of Parkinson's to the forefront and support that helps people live well with Parkinson's through education and services. Our work is made possible through the generosity of donors.

As a Parkinson Canada Employee, we believe in being:

- **Bold** by embracing new ideas and confidently taking action.
- **Compassionate** by striving always to walk in the shoes of those we serve.
- **Collaborative** by working cooperatively with all stakeholders so that together we can achieve more.
- **Trustworthy** by keeping our word and always doing what we promise.

What we need

As part of a Canada-wide team of staff and volunteers, the Events and Partnerships Intern is responsible for supporting the successful delivery of Parkinson SuperWalk in PEI and the coordination of other special events and fundraising activities as directed. Specifically, the position is responsible for managing all local execution efforts related to the multiple walk sites in the scope of the Atlantic Office for Parkinson SuperWalk (planning, promotion, day of execution, volunteer recruitment) while building strong relationships with associated walkers and volunteers, and acting as a strong representative of Parkinson Canada in PEI. As an introduction to Parkinson Canada in local communities, Parkinson SuperWalk has a chief target of raising mission revenue but also serves as an important relationship building event with an opportunity to build connections between participants and with Parkinson Canada through demonstrated impact.

Your contribution

As the successful candidate, you will bring your "can do" attitude, high professionalism, and superior customer service or organizational skills to fulfill the following responsibilities:

Support in Organizing and Planning PEI Parkinson SuperWalk and Coordinating Volunteer Committees

- Ensure Events Team is kept up to date on PEI walk activities;
- Participate in Monthly Parkinson SuperWalk conference calls and other development opportunities;
- With support from Parkinson Canada's events team, identify key constituents requiring recognition i.e. walkers who show great potential, raise \$1000+ and maintain strong relationships with all Walkers;
- Manage all planning and logistical concerns for the PEI events, in accordance with supplied event character, criteria and critical path;
- Order, prepare and develop all requisite PEI walk promotional and logistical materials with support from Parkinson Canada's events team;
- Work with other staff to ensure efficient and timely distribution of materials;



- Update walk information on website as required;
- Support PEI volunteers and committees as required;
- Oversight of all PEI Office Events including timelines, logistics, and other key measurable;
- Manage of local vendor and supporter relationships through volunteer committees where appropriate;
- Organize phone meetings as required;
- Hold monthly conference calls with coordinators as appropriate;
- Support new walk locations;
- Work with overall Events Team on strategic direction of events and initiatives;
- Support the management of bookings, insurance, and permits as required;
- Order, prepare and develop all requisite promotional and logistical materials.

Contribute to Team Effectiveness

- Be a positive ambassador for Parkinson Canada and support the work of the organization as appropriate. For example; participate in national SuperWalk conference calls and meetings, share materials, etc.;
- Contribute to effectiveness of the Parkinson Canada SuperWalk team and Parkinson Canada – PEI Office.

What is needed to succeed in this role

- Fundraising experience, with a proven track record in event management;
- Experience in not for profit sector an asset;
- Experience in volunteer management is required;
- Familiarity with key event management concepts (maintenance of critical path, etc.);
- Excellent organizational, interpersonal and communication skills;
- Excellent research, analytical and written skills;
- Computer literacy, including MS Word and Excel;
- Outgoing, flexible, enthusiastic and positive;
- Ability to travel within Atlantic Canada;
- Bilingual (French and English) an asset.

Eligibility:

- Youth between the ages 15 to 30 who legally entitled to work in Canada.

Candidates must apply by 4:00 p.m. ADT on Thursday, May 30, 2019 to be considered.

**Human Resources
Parkinson Canada
4211 Yonge Street, Suite 316
Toronto, Ontario M2P 2A9
E-mail: human.resources@parkinson.ca
Please quote Reference #EPPEI-0519**

Parkinson Canada will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. We thank all candidates for their interest, however, only those selected for interviews will be contacted. Please indicate accommodations as required if contacted.