

**Children's Services Coordinator / Event Planning  
 Full Time-One Year Contract**

Starlight Children's Foundation® Canada brightens the lives of seriously ill Canadian children and their families by bringing them joy, laughter and relief. For close to 30 years, Starlight Canada has spread hundreds of thousands of smiles to sick kids through a unique blend of family-centered programs and services from hospital to home. With your help, more kids and families will benefit from receiving a Starlight Comfort Kit in-hospital or relaxing at a Starlight Day Brightener out-of-hospital.

<b>Job Title</b>	Children's Services Coordinator (event planning)
<b>Reports To</b>	Vice President, Children's Services
<b>Location</b>	Toronto, Ontario

**Job Purpose**

The Children's Services Coordinator is responsible for all Starlight "Great Escapes" and "Day Brightener" initiatives in the GTA, South-Western and Central Ontario. The Coordinator provides our Starlight Families with a chance to enjoy fun events together to create priceless memories, relax and then return home with a renewed sense of strength and hope. The variety of activities offered through Starlight Escapes is endless: movie screenings, harbour cruises, holiday parties, sporting events, picnics and more.

**Major Duties/Responsibilities**

- Develop and execute an annual calendar of family events in key geographic regions.
- Research and secure in-kind or discounted entertainment/sporting/educational event/venue admission tickets.
- Respond to all family communications
- Process applications of new family inquiries
- Liaise with ambassador families for Starlight Fundraising events
- Train, schedule and coordinate program volunteers to assist with events.
- Consistently gather input and feedback from key stakeholders.
- Maintain database of families, gift-in-kind donors and vendors
- Prepare month end program activity report for submission to National Office
- Follow financial procedures regarding petty cash fund, expense submissions and receipt of donations
- Provide timely and accurate information to Social Media Team.
- Work with Development Team to share relevant information and to support local development initiatives when required.
- Work with other program staff to share resources and streamline family communication and programming

### Requirements/Qualifications

- A minimum of 2 years relevant work experience with children.
- University or College equivalent education preferred (a combination of education and experience will be considered).
- Experience in field of Child Life an asset.
- Experience in the design, planning and execution of events for children and families.
- Experience and desire to research and report on new program initiatives.
- Strong initiative with demonstrated ability to carry out a project with minimal supervision.
- Experience building and maintaining relationships with external partners and stakeholders.
- Demonstrated desire for personal growth and development in the area of program and project management.
- Proven ability to work both independently and as part of a team.
- Experience working with volunteers
- Superior written and oral communication, organizational and interpersonal skills.
- Excellent computer skills in Word, Excel, Power Point, and familiarity with Social Media.
- Knowledge and experience in the Raisers Edge database program is strongly preferred.
- Bilingualism (French/English) would be an asset.

### Additional information

- Vulnerable sector screening is required
- Valid G Driver's license with access to a vehicle is an asset
- Frequent and extensive evening and weekend work is required
- First Aid & CPR Training is an asset

### Applicants

Interested applicants are invited to submit a cover letter and resume via email to Human Resources, referencing Children's Services Coordinator Toronto.

Email: [hr@Starlightcanada.org](mailto:hr@Starlightcanada.org)

Starlight will accommodate the needs of people with disabilities in our hiring process.

The salary range for this position is \$35,000-\$42,000

*We thank all candidates that apply but only qualified candidates will be contacted for an interview. No agency calls please.*