

## Job Posting – Events and Communications Coordinator

The mission of the DDO Seniors Club is to offer a dynamic and enjoyable recreation program that promotes the physical, social, and intellectual well-being of seniors aged 55 and over.

Job Title:	<b>Events and Communications Coordinator</b>
Position type:	<b>Part-time, permanent, 3 days/week (21 hours)</b>
Supervisor:	<b>Managing Director</b>
Work Environment:	<b>On-site, client-facing community setting</b>

### Job Summary

Under the supervision of the Managing Director, the Events and Communications Coordinator plays a key role in supporting the Club's daily operations and community engagement. This position is responsible for coordinating events, communications, volunteer activities, mini-clubs, and member services to ensure a positive, inclusive, and well-organized experience for all participants. The role also provides operational support when required, ensuring continuity and seamless collaboration with the Program Coordinator.

### Main Responsibilities :

#### Events Coordination

- Plan, coordinate, and support the Club's events throughout the year
- Support the organization and logistics of the DDO Seniors Expo, including exhibitor coordination, volunteer support, promotion, and event-day operations
- Coordinate event schedules, room setups, registrations, and participant communications
- Ensure the smooth delivery of events and a positive participant experience

#### Communications & Outreach

- Maintain and update the Club's website and social media
- Assist with the preparation, editing, and production of the annual Program Guide
- Coordinate newsletters, announcements, and promotional materials
- Promote Club activities and events across multiple communication channels

#### Mini-Clubs & Member Activities

- Coordinate mini-clubs and member-led activities, supporting volunteer leaders and participants
- Act as a resource person for volunteer coordinators and participants
- Assist with scheduling, communications, registrations, and operational needs
- Support the successful operation of activities

### **Volunteer & Community Engagement**

- Recruit, schedule, support, and recognize volunteers
- Maintain volunteer records and communication
- Provide guidance and support to volunteers involved in activities, events, and member services
- Foster a positive and collaborative volunteer environment

### **Member Services & Administrative Support**

- Provide professional, friendly, and efficient customer service to members and the public
- Support daily office operations and administrative tasks
- Contribute to the continuity of Club services and activities
- Perform other related duties as required

### **Qualifications and Skills**

- College diploma or university degree in administration, events, communications, or a related field
- Minimum of 3 years of experience in administration, event coordination, or a related role
- Fully bilingual (French and English) with excellent communication skills
- Strong proficiency with Microsoft Office, website tools, and registration systems
- Experience in event planning, communications, and project coordination
- Strong customer service mindset with excellent interpersonal skills
- Highly organized, detail-oriented, reliable, and adaptable
- Ability to manage multiple priorities in a fast-paced, client-facing environment
- Strong ability to work under pressure and manage last-minute requests
- Experience working with volunteers, seniors, or non-profit/community organizations is an asset

### **HOW TO APPLY :**

Please send your CV and cover letter to [apetkova@ddo.qc.ca](mailto:apetkova@ddo.qc.ca)

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. We look forward to receiving your application!