

Volunteer and Events Coordinator

Date: May 2026

Term Position - Contract ending June 30, 2027

37.5 Hours per week, including some weekends and evenings.

This position is partially funded by the Canada Summer Jobs Grant.

To be eligible for Canada Summer Jobs, the applicant must:

- be between 15 and 30 years old at the start of this job
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the job **and**
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - This includes having a valid Social Insurance Number at the start of their summer job.

South East Edmonton Seniors Association (SEESA), our mission is simple but powerful: to empower individuals aged 55+ and enhance their quality of life as they age. We believe that every person, regardless of age, deserves the opportunity to stay active, engaged, and connected to their community. SEESA offers a vibrant, welcoming space where seniors can participate, volunteer, learn, create, exercise, and—most importantly—have fun.

Your Impact - Want to make a real impact in your community, build experience, and be part of something meaningful? Join SEESA and help recruit and support awesome volunteers while bringing energy and creativity to our events. If you like working with people, organizing fun activities, and being part of a team that makes things happen, we'd love to have you on board!

Reporting to the Deputy Director, this position is integral to the functions and sustainability of SEESA. The key responsibilities include the coordination and growth of SEESA's events and member-initiated fundraisers and the recruitment, succession planning and scheduling of volunteers. All staff and volunteers focus on implementing SEESA's mission: To empower and enhance the quality of life of people in our community as we age.

Responsibilities

Volunteers

- Recruit externally and internally and maintain positive, long-term relationships with volunteers.
- Coordinate volunteer schedules in agency areas including administration, front desk reception, kitchen and café, activities and events.
- Develop and maintain volunteer descriptions and ensure volunteers are appropriately assigned with the right skills to the volunteer positions.

South East Edmonton Seniors Association

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- Develop and implement a succession strategy for volunteers.
- Administer forms, paperwork, and records for volunteers ensuring confidentiality is maintained through best practices.
- Develop and oversee a volunteer recognition program and coordinate an annual volunteer appreciation event.
- Develop and implement an annual volunteer assessment and satisfaction survey, compiling results and identifying areas for improvement.
- Complete all reporting requirements for agency and funders.
- Develop an annual volunteer planning calendar.

Events

- Responsible for the organizing, planning, and execution of SEESA events such as the reuse sale, Festive Market, ticketed meal events, birthday parties as well as volunteer recognition events.
- Research, plan, and design various informative displays throughout the year honouring cultural events and other days of significance.
- Develops an annual event calendar with staff and the Events Committee.
- Works closely with staff, volunteers, committee members and vendors to ensure seamless event logistics.
- Acts as staff liaison for SEESA club productions and ensures all processes are managed efficiently.
- Assist in setting up for events such as decorations, materials, displays, and banners.
- Ensures applicable pre and post correspondence are complete.
- Manage event budgets, timelines, recordkeeping and evaluation of all SEESA events.
- Evaluates cost effectiveness of events and make recommendations for improvement.
- Make recommendations for new fundraising activities for SEESA.
- Be a positive ambassador for the agency.
- Other duties as required.

Qualifications

- Minimum 2 years in nonprofit and volunteer/events experience
- Strong logistical skills.
- Experience with and knowledge of records management systems and databases.
- Excellent knowledge of applicable MS software applications.
- Maintain a high-level of discretion relating to confidential information including the ability to work well under pressure and manage sensitive subjects with tact, kindness and professionalism.
- Experience with design of posters an asset.



Qualities

- Exceptional interpersonal, verbal, and written communication skills, including the ability to deal with difficult situations.
- Excellent teamwork; able to connect, contribute and bring out the best in a team.
- Problem solver, the ability to focus on options for solutions.
- Strong time management and organizational skills including the ability to plan, coordinate, multitask, prioritize, and carry out tasks independently.
- Understand issues facing seniors.
- Key values include integrity, respect, inclusiveness, and welcoming.

Working Conditions and Requirements

- This is an on-site full-time position (37.5 hours) Monday – Friday from 8am - 4pm.
- Some evening and weekends may be required.
- Lifting, up to 50 pounds, may be required.
- Criminal record with vulnerable sector check is required.
- First Aid and CPR Certificate.

Please email your resume and cover letter to: Darlene Kowalchuk at darlene@seesa.ca.

Please include “Volunteer and Events Coordinator” in the title of the email. Please include your age (as required under the Canada Summer Jobs Grant) in your cover letter.

Closing date is Saturday, May 9, 2026

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Only those selected for interviews will be contacted.

South East Edmonton Seniors Association is committed to achieving a diverse workforce and strongly encourages applications from people of diverse backgrounds.

