

Event Coordinator

Location: Hybrid (Remote / Greater Toronto Area - GTA)

Employment Type: 30 hours/week at \$18.50/hour

Contract Duration: 8 weeks, starting July 6th, 2026

About Us

SMILE Canada - Support Services is a charity dedicated to supporting racialized children and youth with disabilities and their families. SMILE's focus area is diverse racialized communities including refugee and new immigrant families. Our vision is to support families through various programs and services in a culturally responsive manner.

We are looking for passionate and driven **Event Coordinators** to join our team and help us plan, implement, and execute inclusive programs and events. You will play a key role in the development and delivery of programs that foster belonging and accessibility for racialized children and youth with disabilities. Working closely with our Program Coordinator and Administrative Assistant, you will help shape meaningful experiences for SMILE families across the GTA.

Eligibility Requirements:

Eligible candidates must be

- between 15 and 30 years of age (inclusive) at the start of employment;
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work according to the relevant provincial or territorial legislation and regulations.

International students are not eligible. Only candidates that meet all eligibility requirements will be considered for these positions.

Deadline to apply is May 9th, 2025.

Key Responsibilities (include but are not limited to):

- Support the planning and coordination of SMILE events and programs, including booking venues, securing speakers, and managing event logistics (setup/takedown, registration, outreach).
- Provide administrative assistance in program delivery, including organizing schedules, maintaining program records, and supporting day-to-day operations.
- Collect data and conduct program evaluations through feedback surveys and analysis of operational processes.

- Research local resources to enhance inclusive practices in both public and private spaces for children with disabilities.
- Communicate regularly with the Program Coordinator and SMILE team through Slack and email.
- Maintain detailed status updates via Google Sheets to track task progress and outcomes.
- Connect with SMILE families in a culturally responsive and empathetic manner, ensuring accessibility and clarity of program information.
- Engage with community stakeholders and maintain professional relationships to support program success and community outreach.
- Use digital tools (Google Workspace) to manage documents, and support virtual planning.
- Contribute to evaluation efforts and offer recommendations for continuous improvement and impact measurement.

Qualifications:

- Strong organizational skills and the ability to manage multiple tasks efficiently.
- Excellent communication and interpersonal skills, including comfort with virtual communication platforms.
- Experience working with culturally diverse communities, preferably with children or youth with disabilities.
- Knowledge and interest in community outreach, event planning, and inclusive program development.
- Proficiency in digital tools such as Google Workspace (Docs, Sheets, Forms).
- Ability to work collaboratively and independently in a hybrid team environment.
- Empathy, cultural sensitivity, and a commitment to inclusive practices are essential.