



Vancouver Pride Society

#304 - 1080 Howe Street
Vancouver, BC, V6Z 2T1
(604) 687-0955
jobs@vancouverpride.ca

Fulfillment Coordinator

About Us

The Vancouver Pride Society (VPS) produces the annual Vancouver Pride Parade and Sunset Beach Festival, in addition to eight other annual events. VPS strives to produce inclusive, celebratory events, and advocate for LGBTQAI2S+ communities through an intersectional lens.

Tasks and Responsibilities

The Sponsorship Fulfillment Coordinator is responsible for fulfilling the sponsorship deliverables listed in the contracts. They will work closely with the Corporate Partnerships Coordinator and will be responsible for reviewing finalized contracts, organizing deliverables listed in the contracts and liaising with the team on stated deliverables.

General duties include :

- ★ Communicate with partners on logo management and graphic design requests;
- ★ Document on google sheets all deliverables for partners as per contracts;
- ★ Create a signage map for all VPS official events;
- ★ Assist with planning and implementation of the partnership party;
- ★ Order event site partner and VPS signage using the budget provided;
- ★ Organize tickets and VIP passes for official VPS events for partners;
- ★ Work with the Communication Manager to build partner campaigns;
- ★ Organize signage on all official VPS event sites and assist the team on event days;
- ★ Assist with communication through email and phone with partners;
- ★ Complete partnership fulfillment reports after official VPS events.
- ★ Assist with set up and tear down on event sites

Canada Summer Jobs Program Requirements

- ★ This position is pending approval of Canada Summer Jobs funding
- ★ Be between 15 and 30 years of age at the start of employment
- ★ 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 employment.
- ★ A valid Social Insurance Number at the start of employment and legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Vancouver Pride Requirements

- ★ Ability to develop professional rapport with corporate partners
- ★ Strong organizational and multitasking skills
- ★ Ability to manage many details



- ★ Report writing skills
- ★ Ability to stay calm in a high stress situation
- ★ Experience with Google Drive and Google apps such as docs and sheets
- ★ Experience using Facebook, Twitter, and Instagram
- ★ Familiarity with LGBTQAI2S+ communities and associated terminology
- ★ Flexibility to work weekends and evenings as required

Assets

- ★ Educational background in Event Management, Tourism, Event Planning, Hospitality or Public Relations
- ★ Valid BC Driver's License

Compensation

Compensation is \$20.00 pending approval from Canada Summer Jobs Program. This position is 40 hours a week, generally taking place Mon-Fri during office hours, but requires flexibility . This position runs from May 4, 2020 - August 14, 2020.

Diversity

Vancouver Pride Society is committed to seeking and sustaining a diverse and inclusive organization and as such, encourages those with diverse backgrounds, abilities, genders, sexual orientations and ethnicities to apply.

Application

To apply, please submit a cover letter detailing why you would like to work for Vancouver Pride and resume in a single PDF document to jobs@vancouverpride.ca. Please include "Fulfillment Coordinator" in the subject line.

The deadline for applications is March 27, 2020.