



**Coordinator, MS Bike
Alberta & NWT Division
(Contract, 35 hours)**

Canada has one of the highest rates of multiple sclerosis in the world, making MS Canada's disease. The MS Society of Canada is the country's leading MS advocate, funding leading research in MS and programs & services that help people live well with the disease.

Within established guidelines, the Coordinator, Bike will be responsible for assisting in the organization, promotion and implementation of fundraising MS Bike Tours, including Leduc to Camrose and Hinton. The Coordinator will be responsible for a variety of administrative tasks to ensure successful events. The Coordinator will work collaboratively with all fund development department staff as well as high-level volunteer committee members, performing other duties as required.

This position is a position of trust. The incumbent will be required to complete the screening process including completion of appropriate background checks in compliance with the National Screening Measures Policy.

Key Areas of Responsibility:

- Assists fundraising managers and volunteer committee members in organizing and implementing various logistics for the Leduc to Camrose MS Bike, Hinton Mountain MS Bike, and Jayman BUILT MS Walks.
- Acts as a lead staff person at the Leduc to Camrose MS Bike and Hinton MS Bike, providing direction and assistance to volunteers and staff.
- Actively participates in the set up and event output of the Leduc to Camrose MS Bike, Hinton MS Bike and the Jayman BUILT MS Walks in Edmonton and St. Albert.
- Processes registrations from cyclists and walkers, ensuring each participant receives appropriate event information and superb customer service.
- Receives telephone, email and in-person inquiries about our events and responds in a timely, friendly and professional manner.
- Organizes, orders and distributes event prizing.
- Maintains database systems; accurately inputs and updates constituent information, prepares participant emails and pulls event distribution lists.
- Monitors the online fundraising system, while providing assistance and coaching to participants in order to maximize their fundraising potential.
- Fills requests for event vendors, rentals and materials.
- Organizes lists and supplies needed for the MS Bike tours.
- Coordinates the production of fundraising packages and team drop off packages.
- Leads package pick up prior to the MS Bike tours.
- Responds to special requests from participants with the assistance of the fundraising managers.
- Attends and assists with MS Bike committee meetings and related event functions (i.e. corporate breakfast, team events, pub nights, volunteer orientation, shop nights, etc).
- Represents the MS Society at several functions to promote the MS Bike and Jayman BUILT MS Walks.
- Acts as an integral member of the Fund Development team, taking part in meetings and strategic planning sessions.
- Takes an active part in staff meetings and general events for clients and staff.
- Acts as staff support for all major fundraising events and other MS Society activities as required.
- Other duties as assigned by the Fundraising Manager.
- Reports regularly to the Fundraising Manager with event updates.

Qualifications:

- University or College degree would be preferred.
- Strong customer service skills and stewardship experience is required.
- Experience in fundraising and special event planning would be an asset.
- Experience working with event volunteer committees, within a non-profit fundraising environment would be an asset.
- A valid driver's license and access to a reliable vehicle is required.
- Outstanding verbal and written communication, leadership and interpersonal skills.
- Excellent organizational and time management skills, exhibiting an ability to prioritize and multi-task items with conflicting deadlines at various stages of completion.
- Ability to maintain confidentiality at all times, with sensitivity to issues of disability and diversity.
- Works well and builds successful working relationships with internal and external partners.
- Must be prompt, presentable, self-reliant, detail-oriented and well spoken with excellent telephone manners.
- Excellent computer skills; experience on Microsoft Word, Excel, PowerPoint, Outlook Email and Office 365.
- Strong leadership and delegating skills.
- Ability to work in a fast paced, high pressure professional environment.
- Confident, energetic, and a results-oriented professional who can exercise solid judgment when balancing multiple priorities with overlapping deadlines.
- Ability to work independently and part of a team.
- Ability to take initiative and practice good decision-making.
- Willingness to be flexible and respond to a diverse workload.
- Readiness to work at special events.

Special Considerations:

- Extended hours and weekend work are required from time to time.
- Some travel may be required to attend meetings and/or events.
- Some heavy lifting, up to 30lbs, may be required.
- Willing to travel for the purpose of learning, training or to take part in Division and Chapter fundraising events.

Location: Edmonton, AB

We are working to create a world free of MS. If you too are passionate about the work we do, we invite your expression of interest and resume submission to:

Alison Hagan

Director, Development

Multiple Sclerosis Society of Canada

Email: Alison.Hagan@mssociety.ca

Application Deadline: March 16, 2020

Please note:

- ***Applicants must include a cover letter and state salary expectations within their application in order to be considered***
- Applicants must be legally entitled to work in Canada to be considered for this position

The MS Society has a team of dedicated professionals who share a common goal. We strive to be an employer of choice and provide a working environment that values diversity, teamwork, and professional development.

The MS Society of Canada embraces diversity and encourages all qualified applicants to apply.

More information about the MS Society is available at www.mssociety.ca.