



180 Shaw Street, Lower Level II
Artscape Youngplace
Toronto, ON, M6J 2W5
Tel: 416.532.9485
Fax: 416.532.7653
Email: info@cmcp.ca
Charity Reg. 11886 7985 RR0001

Position Title: Event Coordinator
Contract length: 8 weeks, 35 hrs./week
Expected start date: June 30, 2025
Job Types: Full-time, Temporary, Contract
Salary: \$17.20 per hour
Location: 180 Shaw Street, LL2 , M6J 2W5
of positions available: 1

ABOUT COLLEGE-MONTROSE CHILDREN'S PLACE:

CMCP has supported Healthy Children, Healthy Families and Healthy Communities in downtown west Toronto since 1983. Working with our many community partners we create and adapt Family Support and Early Learning Programs to meet the changing needs of children and their families. We are committed to excellence and strive to achieve the highest quality standards in all that we do. College-Montrose Children's Place creates welcoming inclusive environments that value the diversity of its communities. For more information, please visit our website at www.cmcp.ca

CMCP PROGRAMS:

CMCP operates and manages EarlyON Child and Family Centres and its satellites, as well as Family Resource Programs. We offer early learning, literacy and parenting programs and services for parents/caregivers and children from age 0 to 6 yrs. We provide places for children and their parent/caregivers to take part in activities, obtain information about child development and access services to support their children's development. Programs are held throughout downtown west Toronto.

Key Responsibilities Include:

- Organizational support for summer special events, fundraising events and activities.
- Maintaining membership, donor records, and processing donations.
- Developing and implementing systems for staying in touch with donors.
- Researching potential funders, donors and sponsors.
- Assisting in putting together fundraising proposals, donor correspondence including letters, email and phone calls.
- Developing and maintaining an inventory of fundraising materials.
- Proofreading & editing fundraising materials.
- Other duties as required.



180 Shaw Street, Lower Level II
Artscape Youngplace
Toronto, ON, M6J 2W5
Tel: 416.532.9485
Fax: 416.532.7653
Email: info@cmcp.ca
Charity Reg. 11886 7985 RR0001

Qualifications:

- **Be 15 years to 30 years of age (inclusive at the start of employment).**
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*.
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations. (international students are not eligible. Recent immigrants are eligible if they are Canadian citizens or permanent residents).
- Previous experience working with families with young children, working in the family support sector.
- Energetic, motivated and interested in making a difference by working for a non-profit.
- This position will be a combination of working remotely and in person, with some flexibility in the hours worked remotely.
- Willing to work some evenings and weekends.
- Hard-working, reliable, flexible and able to multi-task.

Successful applications will also be required to complete a vulnerable sector screening. Qualified individuals are invited to submit their application by email with subject title CSJ Event Coordinator to edizon@cmcp.ca by 5:00pm Friday, June 13th, 2025.

CMCP encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class, gender/sexual orientation, including those who may need accommodation. Only applicants selected for interviews will be contacted. **No phone calls please.** CMCP is a scent free environment. **CMCP is committed to providing accommodations for individuals with disabilities, upon request.**