



Council of Agencies Serving South Asians (CASSA)
5200 Finch Ave E, Suite 301A, Scarborough ON M1S4Z5
Phone (416) 932-1359 Fax (416) 932-9305
Email: cassa@cassa.on.ca Website: www.cassa.on.ca

Position Title: Event Coordinator, Multicultural Storytelling Festival
Reporting to: Executive Director (Samya Hasan)
Duration: May 27th to October 10th, 2019
Hours: 25 hours/week
Pay: \$20/hour

The Council of Agencies Serving South Asians (CASSA) is looking for an Event Coordinator for a five-month position to provide a wide range of event logistical support under the direction of the Executive Director.

CASSA is a social and economic justice umbrella organization, working in Ontario since 1988. As a non-profit organization, CASSA facilitates economic, social, political and cultural empowerment of South Asians by serving as a resource for information, research, mobilization, coordination and leadership on social justice for the community.

Responsibilities:

- Help manage the planning, execution and post analysis of a community festival for 2000+ expected attendees
- Secure venue, performers, artists, storytelling participants, and vendors
- Assist with the creation of promotional materials, including social media postings and website content
- Build and maintain relationships with community partners, sponsors, vendors and participants
- Support sponsorship and fundraising efforts
- Assist with outreach initiatives
- Recruit, train and manage volunteers
- Work with outreach assistants from diverse communities to promote the event
- Other duties as assigned

Qualifications:

- Must be eligible to work in Canada
- Excellent organizational and administrative skills
- Excellent communication skills (both written and verbal)
- Experience in the not-for-profit sector and knowledge of CASSA's mission and vision is an asset
- Ability to work independently with minimum supervision
- Experience with building relationships with internal and external stakeholders
- Experience with event planning and coordination of large scale events
- Keen attention to detail
- Previous community engagement experience
- Knowledge of one or more South Asian languages is an asset
- Having a valid G2 driver's license and access to an insured vehicle is an asset

To Apply: Qualified candidates should email their brief cover letter and resume to Sana Srithas: sana@cassa.on.ca

Deadline for applications: May 22th, 2019 at 12 noon

Interviews will be scheduled for May 23-24 and the position can start as early as May 27th