



Peer Program Events Lead

**Want to be part of an energetic, passionate, and progressive workplace? Eager to do what you love while making a difference in your community?
Spinal Cord Injury BC is looking for you!**

Here's what we're all about...

Spinal Cord Injury BC (SCI BC) is the go-to resource for the spinal cord injury (SCI) community. But we're so much more than your typical disability organization. We're a national leader in Peer Support, we excel in helping people form social connections and challenge themselves, and we take pride in developing our information resources. We're innovative – we like to push the envelope and try new things. And we tell powerful stories through our magazine, videos, and donor communications about how our members adapt, adjust and thrive after an injury.

All of our staff come from diverse backgrounds and areas of expertise, but we all share one thing: passion for people. We challenge, support and inspire one another. We're invested in each other's personal and professional development and foster a flexible, fun, and dedicated office culture.

We're growing our team of high-performing, innovative people with a passion for positive change. If that sounds like you, read on.

Help us host events that foster a vibrant community of peer support!

We're looking for an energetic, creative and people-oriented individual to join our Metro Vancouver Peer Support Team at SCI BC. This is a full-time (37.5 hours per week) position.

As our Peer Program Events Lead, you will:

- Collaborate with peer support staff and volunteers to identify and organize events that foster peer support and community
- Lead event planning, development and support of Peer Program events in Metro Vancouver and events that cross service regions.
- Develop and monitor event budgets and expenses
- Coordinate event logistics, donations, and partnerships for Metro Vancouver events
- Provide onsite event support for Metro Vancouver events
- Coordinate post-event follow-up activities including financial reconciliation
- Ensure events are safe and meet organizational requirements
- Engage, support and train event volunteers
- Assist in promotion of events, and evaluating their impact
- Create and maintain a provincial peer program events calendar

We are known for peer support events that break out of the everyday non-profit box, and we are looking for a self-motivated leader who knows how to make an event an experience that brings people together. You are a problem solver and strategic thinker with strong organizational skills. You work well leading a team and motivating people toward a goal. You know how to plan ahead, work toward a deadline and manage a budget. You thrive on getting people engaged in the experience, whether participant, volunteer or sponsor. You value recreation and inclusion.

EDUCATION: Post- secondary degree in relevant field or equivalent training or experience.

EXPERIENCE: 2 years of experience in event planning, activity coordination, or project management.

Experience with recreation therapy or people with disabilities an asset.

To Apply: Please forward your cover letter and resume, including the date you are available for work, no later than **Thursday, June 23rd** – by email to hr@sci-bc.ca or by mail to Human Resources at 780 S.W. Marine Drive, Vancouver BC V6P 5Y7.

Note: Spinal Cord Injury BC has adopted a mandatory COVID-19 vaccination policy, which requires all staff to be fully vaccinated. For those not able to receive the COVID-19 vaccine, please provide documentation verifying medical exemption from the vaccine to be considered for this role.

Spinal Cord Injury Organization of BC (SCI BC) values diversity and strives to ensure equal employment opportunities to all qualified candidates, without regard to race, colour, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. SCI BC complies with all applicable laws, rules and regulations in the performance of Canadian Labour Codes and the BC Employment Standards.

We acknowledge that our provincial work takes place on the territories of Indigenous peoples who have lived on and cared for the land for time immemorial. SCI BC's head office, GF Strong resource centre, and shared Victoria office are located on the traditional and ancestral territory of the Coast Salish peoples – the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and lək^wəŋən (Lekwungen) First Nations. Our Prince George regional office is on the traditional and ancestral territory of the Lheidli T'enneh Nation.

We look forward to meeting you!

www.sci-bc.ca

604-324-3611