

Events Coordinator (Summer Student Opportunity)

Revenue Development | Contract | Location: Montreal



The Role:

As Events Coordinator at Arthritis Society Canada, you will have the opportunity to work on an exciting and innovative suite of spectacular fundraising events across Quebec, such as our signature Bal en feu. You will bring excellence to your work through your passion for Events logistics, and gain best-in-class early career experience in the Events industry!



What We Do:

Arthritis Society Canada is on a mission to fight the fire of arthritis with the fire of research, innovation, advocacy and information and support. That's because arthritis robs six million Canadians of their mobility, mental and physical well-being, and in some cases, their livelihood. It is Canada's most common chronic condition, and there is no cure.



Why Join Us:

A career with us is more than just a job. It's an opportunity to use your talents to push back against the devastation of arthritis. Fighting the fire of arthritis gives meaning to our work, incites collective action and drives us to excellence in all we do. Our bold and ambitious strategic plan, Accelerating Impact, is propelling our work to create transformational change. We are a united, transformative and impactful culture, and we will empower you to be successful in your role and build your career. We are honored to be 3-time Canada's Most Admired™ Corporate Cultures award winners, and proud to be accredited under Imagine Canada's Standards Program.



Our Revenue Development Team:

Our revenue development team is made up of talented fundraising professionals across Canada, in the areas of major giving, planned giving, events and annual giving, who work closely with our community of generous loyal donors to turn shared visions, passions and interests into meaningful impact in fighting the fire of arthritis. We are a nationwide charity with local impact, and the donations from these individuals makes a difference for people living with arthritis in every province.



Key Accountabilities:

Your work may include, but will not be limited to assisting with:

- Event planning logistics.

- Soliciting gifts-in-kind for our Bal en feu Silent Auction.
- Populating and maintaining our Silent Auction tracking system.
- Data entry in our CRM (Raiser's Edge).
- Cataloguing our events storage.
- Creating event-related content.
- General administrative duties.
- Any other assigned tasks.



Qualifications, Experience & Skills:

- Currently studying events management, project management, marketing, communications, or a related field.
- Experience with event planning and the creation of supporting content and materials.
- Excellent written and oral communication skills in French language. English language skills, for the purpose of interacting with English-speaking donors and internal stakeholders nationwide an asset.
- Excellent organization and time management skills. Self-starter, resourceful, initiative-taker.
- Proficient in Microsoft Office (Word, Excel, PowerPoint). Willingness to learn a new CRM. Raiser's Edge, and Canva, experience an asset.



Working Conditions:

- This position is designated to our Montreal office in a hybrid model. This means you will work at least 2 days a week from our Montreal office and the rest of the days remotely/from home. The exact days you are required to work from our office will be determined by your supervisor. This will include in-person meetings, events, retreats and other opportunities to connect and collaborate.
- 35 hours per week, between Monday and Friday inclusive.
- **It is anticipated this 8-week summer contract will last from June 2026 - August 2026 approximately.**



Some Highlights of What we Offer:

- **Performance Rewards:** Pay for performance incentive program.
- **Health & Wellness:** Extended healthcare benefits (including dental, vision, prescription drugs & disability coverage), choice of healthcare spending account and/or healthy living account*, and virtual 24/7 healthcare access*.
- **Time-Away Programs:** Vacation (at least 3 weeks), personal days, holiday closure & summer hours.
- **Ways of Working:** Working with us doesn't have to mean working in an office to have an impact. Our dedication to enabling you to flourish means that you can have choice and flexibility in where you work and live, subject to the needs of your role, the people you serve and our requirements. We have a hybrid working model, with home and office-based options available. We will always list a primary location which will be where you go for in-person teamwork.
- **Retirement Planning:** DCP* whereby you contribute 4% of earnings & we match this with 5%, and a convenient reduced-fees Group RRSP* scheme.

*Asterisked offerings are not applicable to contracts

The pay rate for this position is \$16.10 per hour.



Apply Now:

This job posting is for an existing vacancy. If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume, in French language, to **Alexandra Livernoche, Manager, Development (Quebec) at ALivernoche@arthritis.ca** by **May 15, 2026**. As an innovative organization that embraces technology to enable smarter ways of working, we may leverage AI in certain early stages of our applicant screening process, however all final selection decisions are made by our hiring team. We thank all applicants for their expression of interest, however only those selected for an interview will be contacted.

Interested in a different role or know someone that would be a great fit for our team? We are creating an organization that is an exceptional place to work and volunteer. You are encouraged to visit our official careers site at www.arthritis.ca/careers where you can view all our current job opportunities across Canada, and learn more about why you should join our team to help extinguish arthritis for good!