

## WHO WE ARE

### OUR MISSION

We Connect, We Inspire,  
We Create – Step By Step

New Step 4 U gives people-in-need opportunities to find their voices through creative arts.

Our mission is to help, guide and connect people who are facing a difficult time in their lives through healing art workshops and projects.

We promote the mental health of Canadians through the arts by carrying out customized creative, interactive art programs, workshops and projects for the benefit of individuals who are facing difficult life situations.



## COMMUNICATIONS AND EVENTS COORDINATOR

Reporting to the Executive Director, you will be responsible for developing and implementing New Step 4 U communications strategy, as well as organizing and supporting public events and community engagement campaigns.

### Responsibilities

- Coordinate all aspects of event preparation
- Create event timeline and/or agenda
- Create and track event costs and budget
- Create, seek approval of, produce, and send invitations for all events, and track responses
- Work with leadership to create message and materials to be delivered to attendees

### Requirements

- Individual must be enthusiastically committed to our mission and the clients we serve
- Excellent communications skills emphasizing the ability to listen and hear others
- Excellent organizational skills and sound judgment
- Work well in a team environment and be able to take initiative and make good decisions as well as motivate others
- Excellent computer skills and a willingness to learn agency software, or implement new systems when necessary. Ability to keep both computer and hard-copy files organized and accessible.
- Ability to multi-task, meet crucial deadlines, and work with a variety of people in different situations

It is a great opportunity to build experience within an arts organization and gain valuable experience in event planning field, and ability to build networks of contacts for future employment opportunities.

If you are interested in this position, please email your CV and cover letter to [Marlene@newstep4u.com](mailto:Marlene@newstep4u.com) and include in the subject of your email the position that you are interested in applying for.