



Coordinator Gift of Giving Back - Oakville Rangers Hockey Club

Job title: Coordinator Gift of Giving Back
Location: Remote position, access to office when needed
Terms: Estimated: 1-2 hours/week Sept 1 – Nov 1st, 4-6 hours/week Nov 2 – Dec 1st, Dec 5/6/7 full day
Salary/rate: \$23.00/hour

About us: The Gift of Giving Back is the largest community food drive in Canada. The Oakville Rangers Hockey Association has made supporting this initiative a top priority.

About the role: The Coordinator GOGB will lead the initiative within the ORHC organization. Working with the ORHC staff and executive/board this candidate will liaise with members of the GOGB organization to launch and host the 2024 food drive.

Responsibilities:

- Prepare annual plan to launch and host GOGB on behalf of ORHC
- Prepare communications for rep and HL
- Develop social and web promotion plan for GOGB to Ranger audience (ie. Social media content direction and direction for website updates)
- Organize and assist in hosting GOGB kick off meeting
- Liaison/Coordinate with recipient charities (5 of them) about GOGB program
- Manage distribution of blue GOGB bags
- Coordinate volunteers
- Coordinate food drop schedule
- Organize food drop at GOGB drop night
- Attendance and coordination during GOGB drop off evenings
- Complete volunteer hour forms for high school students

Candidate requirements:

- Ability and experience leading projects/event management
- Excellent organizational, time management and communication skills

Contact us to apply

Please email resume to operations@oakvillerrangers.ca

