

Leash Free Mississauga BOARD of DIRECTORS VOLUNTEER OPPORTUNITY

Director of Programs & Events

(Director at Large)

Leash Free Mississauga (LFM) is looking for a Director of Programs and Events to join our Board of Directors and manage the activities of the organization.

Who We Are

Leash-Free Mississauga (LFM) is a non-profit organization affiliated with the City of Mississauga through the Community Group Registry Program. As an established member-driven, volunteer-run group of local residents, the organization works closely with the community and the City of Mississauga (Parks, Animal Services, and By-Law) to promote safe, friendly and fun Leash-Free Park Zones where responsible dog ownership is encouraged. We do this through advocating for additional Leash-Free Parks, improvements to existing parks, along with undertaking, public education, events, Leash-Free Park clean-ups, memberships and fundraising initiatives.

The Opportunity

Overall, as a Programs and Events Director serving on LFM's board of directors, you will play a critical role in ensuring that the organization has the necessary programs and events to support its mission and activities. You are creative, detail-oriented, and possess excellent communication skills to bring together all elements of an event successfully in collaboration with park zone representatives, volunteers, board members, business and various stakeholders.

Role of the Director of Programs and Events

1. **Develop and implement public education, workshops, events and activities.** You will develop and implement various public education programs, events and activities in partnership with Leash Free Zone representatives, Director of Fundraising, board members, stakeholders, sponsors and the community to support LFM's mandate and goals.
2. **Assist with the preparation of publicity and promotional activities** to support programs and events. You will work with Directors of Public Relations & Communications & Digital Marketing and other board members to develop collateral materials to create awareness and participation.
3. **Coordinate public engagement activities** such as National Dog Day through information displays and activities; attend and or support community dog programs that align with LFM mandate.
4. **Work in collaboration with the Volunteer Director on the recruitment of volunteers** for events and programs.
5. **Collaborate with stakeholders, business, and community partners to create programs and events.** Build and maintain relationships, seek opportunities to collaborate on programs, events and activities.
6. **Support fundraising and membership drives.** You will seek where possible opportunities to collaborate with fundraising and membership at LFM events and programs.
7. **Ensure compliance with city regulations and event guidelines.** You will ensure that the LFM complies with all applicable event regulations and City of Mississauga bylaws and requirements for events, advertising, sponsorship, fundraising and promotions related to LFM.
8. **Attend monthly Board Meeting.** As required prepare board updates/reports, event work plans and manage administration functions related to special events and public information/awareness activities.

Volunteer Opportunity

www.leashfreemississauga.ca



9. **Work collaboratively with board members** to develop and support the overall mission, goals, financial and strategic direction of the organization.

Knowledge, Skills & Abilities

1. Previous experience in creating public education programs and community events.
2. Plan and execute programs and events. Strong organizational, event planning skills, attention to detail.
3. Passionate about optimizing program and event management skills to help our organization reach its goals;
4. Strong command of the English language oral and written. Ability to prepare promotional and educational collateral materials and social media messages in collaboration with the Director of Digital Marketing.
5. Understands the non-profit sector and is excited about contributing to organizational sustainability and resiliency.
6. Collaborate and build strong relationships with LFM Zone Park Representatives, board members, stakeholders, partners, volunteers, and the community.
7. Commitment to the vision, mandate strategic directions of LFM; passionate about contributing to organizational sustainability and resiliency.
8. Experience as a volunteer and serving on a board an asset; a desire to learn about the community.
9. Commitment of approximately 4 hours/week approximately 10-15 hours/month, 2 year term

To Apply

Please submit your resume/profile to: president@leashfreemississauga.ca