

## JOB POSTING DETAILS

<b>Employer</b>	Rotary Club of Sault Ste. Marie	<b>Job Type</b>	RI
<b>Job Title</b>	Car Draw Coordinator	<b>Duration</b>	Full Time, Contract
<b>ES Job ID</b>	13381	<b>Location</b>	NA
<b>Date Posted</b>	September 20, 2022	<b>Closing Date</b>	October 20, 2022

### Job Overview - Description & Duties

Position: Car Draw Coordinator

Employer: Rotary Club of Sault Ste. Marie

Application Deadline: October 20, 2022

Position Start Date: November 14, 2022

Duration: Approximately 8 weeks @ 35 hours per week

Wage: \$20/hr + mileage

Type: Full-time, Contract

#### The Job

The Rotary Club of Sault Ste. Marie is hiring a Car Draw Coordinator to execute a winter version of their annual ROTARYFEST Take Your Pick Draw. You will work closely with ticket sellers, outlets around the city, Rotarians, and fellow staff to maximize and track ticket sales.

Responsibilities:

- Schedule ticket sellers
- Secure and set up ticket selling locations
- Deliver and pick up tickets
- Assist with online ticket sales
- Keep record of overall ticket sales
- Support the Car Draw committee

You will see the draw through from start to finish.

The TYP draw raises money for important causes in our community. The Rotary Club of Sault Ste. Marie has donated hundreds of thousands of dollars of draw proceeds to charities such as Easter Seals Ontario, THRIVE Child Development Centre, and local high school scholarships.

This position will provide good experience for someone getting into the non-profit sector, fundraising, project management, marketing, or administration.

### Required Skills

We are looking for someone with excellent organizational skills, strong communication skills, and a positive attitude. You must be proficient in Microsoft Word and Excel, and comfortable learning new software. You will need access to a vehicle on a regular basis and a valid driver's licence.

Other beneficial attributes:

- Sales experience
- Detail-oriented
- Independent worker
- Ability to handle multiple tasks in a fast paced environment

- Post-secondary education with a focus in business or marketing an asset
- Experience with Microsoft Access an asset

You must be available from the start of the contract until December 23; and from December 27 to December 30. Applicant must be available occasionally on weekends/evenings (for picking up and dropping off tickets). Our regular working hours are Monday to Friday, 9am to 5pm.

### **Other Requirements**

This is a great opportunity for:

- A post secondary-student looking to broaden their skills and make connections
- An individual entering or re-entering the workforce who is building their résumé

### **How to Apply**

To apply, please submit your current résumé and a cover letter to Nilah Moss at the Rotary Club of Sault Ste. Marie by email [marketing@rotarysault.com](mailto:marketing@rotarysault.com)