

Car Draw Coordinator

Employer:	Rotary Club of Sault Ste. Marie	Closing Date:	May 07, 2024
Posted:	5 weeks ago	Location:	Sault Ste. Marie
ES Job ID:	15477	Duration:	Full Time , Temporary
Sector(s):	Customer Service, Retail, Sales & Marketing		
Salary:	17.55		

Job Description:

Position Start Date: May 27, 2024 Duration: Approx. 9 weeks @ 35 hours/week

The Rotary Club of Sault Ste. Marie is hiring a Car Draw Coordinator to execute 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 tickets and point-of-sale pieces
- Poster and sign distribution
- Assist with online ticket sales
- Pick up and intake tickets/ cash from sellers
- Keep record of overall ticket sales
- Support the Car Draw committee
- You will see the draw through from start to finish.

The Take Your Pick 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 THRIVE Child Development Centre, the Sault Area Hospital, 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, who is comfortable counting money and has 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
- Experience with Microsoft Access an asset

You must be available from the start of the contract until July 21. Applicant must be available occasionally on



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weekends/evenings (for picking up and dropping off tickets) and must be available to work ROTARYFEST (July 18-20). Our regular working hours are Monday to Friday, 9am to 5pm.

How to Apply:

Please send a cover letter and resumé to nilah@rotarysault.com. Applications will be received and considered until a candidate is hired. Must be no more than 30 years old at the beginning of employment period (due to grant funding).

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