

## Job Title: Events & Communications Coordinator

**Location:** Toronto, Canada (Only candidates who are eligible to work legally without work visa sponsorship in Canada will be considered.)

**Contract Type:** Full-time (40 hours), 4-month fixed term contract

**Hiring Salary:** CAD 55,994 per annum (to be prorated based on contract duration)

**Target Start Date:** Immediately

**Application Closing Date:** March 29, 2026, 23:59 EDT

This job advert is for an existing vacancy.

***Applications will be reviewed on a rolling basis, and interviews may be conducted before application closing date. You are encouraged to apply as soon as possible.***

### About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

### Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)
- Paid leaves (15 days annual leaves and 3 personal days per year)
- Learning opportunities and 5 learning and development (L&D) days per year
- More information on what we offer is available on [our website](#).

### Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/233140-events-and-communications-coordinator/1055802-application-form/en>

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

**As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer.** More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). **All information provided will be treated confidentially and used only to provide an accessible candidate experience.**

**Job Description:**

<b>Job Title:</b> Events & Communications Coordinator	<b>Grade:</b> 5
<b>Reports to:</b> Events and Corporate Partnerships Manager	<b>Location:</b> Toronto, Canada
<b>Direct Reports:</b> None	<b>Department:</b> Canadian National Office (CNO)

**1-Purpose:**

The Events & Communications Coordinator supports the delivery of Right To Play’s fundraising, communications, and engagement strategy in Canada by coordinating events, managing communications channels, and advancing donor and community engagement initiatives.

**2- Accountability & Responsibilities:**

- **Events & Fundraising (50%)** – Lead coordination and delivery of signature fundraising events, including the Heroes Gala, Young Professionals Golf Tournament, and Gran Fondo. Manage event logistics, liaise with vendors, sponsors, and volunteers, and ensure excellent donor and

guest experience. Support corporate fundraising initiatives and sponsorship development and respond to third-party fundraising inquiries. Staff support for RTP University Clubs

- **Social Media Strategy & Management (20%)** – Develop and execute social media strategy, including content planning, caption and creative generation, and alignment with global campaigns and external awareness days. Manage analytics and metrics to track impact and improve performance.
- **Communications & Content Creation (25%)** – Create high-quality communications and materials, including donor deliverables (reports, grants, partnership agreements), newsletters, and website updates. Support development of the Annual Report through story writing. Lead communications for any Global Affairs Canada Canadian engagement initiatives and oversees Playmakers communications.
- **Policy & Procedures (5%)** – Oversee internal processes and procedures for the events, marketing and communications budget.

### **3- Scope (geographical and/or functional), Impact and Autonomy**

This role directly contributes to fundraising, communications, and engagement outcomes critical to Right To Play's impact in Canada. The Coordinator works in support of the Senior Manager of Engagement and the Manager of Marketing and Communications. Recommendations impact event success, brand visibility, donor relations, and sponsorship engagement.

### **4- Leadership and Staff management**

The role has no direct reports but provides leadership in coordinating event volunteers, third-party vendors, and University Club executives, while overseeing communications projects with internal stakeholders.

### **5- Information requirement for decision-making**

The Coordinator requires accurate event budgets, sponsorship agreements, donor engagement plans, and program information to make timely decisions. Analytics from digital platforms, social media metrics, and donor reports inform communication strategies and fundraising opportunities.

### **6- Innovation and Improvements**

The role identifies improvements to digital communications, events, and donor engagement strategies. This includes introducing creative event elements, enhancing social media impact, and aligning content with global campaigns. Strategic innovations are reviewed by the Senior Manager.

### **7- Relationships & Communications: Internal / External:**

**Internal:** Collaborates with Canadian National Office, US National Office, and global colleagues to ensure consistent messaging and alignment.

**External:** Builds relationships with corporate partners, sponsors, donors, volunteers, University Club leaders, vendors, and media contacts. Communicates regularly with stakeholders to coordinate events, fundraising activities, and engagement initiatives.

**8- Expertise (Certifications / Education, Professional Experience/Language)**

Post-secondary education in communications, fundraising, event management, marketing, or related field, or equivalent work experience. Minimum 1 year of experience in communications, event planning, or fundraising in the non-profit or related sector. Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Teams) and creative platforms (e.g., Canva, Adobe). Knowledge of social media strategy, analytics, and digital fundraising platforms (e.g., One Cause, MCRM) an asset. Strong writing, project management, organizational, and stakeholder engagement skills.

**9- Core Competences**

- Collaboration: Builds strong relationships with colleagues, partners, and volunteers.
- Growth Mindset: Adapts to new challenges and seeks opportunities to innovate.
- Resilience: Maintains professionalism in a fast-paced, deadline-driven environment.
- Professionalism: Demonstrates integrity, accountability, and attention to detail.
- Management & Interpersonal Skills: Coordinates multiple stakeholders and delivers excellent donor and guest experiences.

**10- Additional Information**

Must be legally eligible to work in Canada. Occasional evenings and weekends required for events. Some travel within Canada and the US may be required.