

## **On-site Event Assistant**

### **Good Neighbors Canada**

Good Neighbors is an international humanitarian development non-governmental organization (NGO) founded in South Korea in 1991. After 5 years, we obtained consultative status with the United Nation's Economic and Social Council (UNECOSOC). Good Neighbors Canada launched in March 2017 in London, Ontario. Under the Good Neighbors' international governance, we focus on fundraising, refugee and newcomer settlement programs, and global development campaigns to support field projects.

### **Role**

The On-site Event Assistants will work as a team to contribute to the success of [Good Neighbors Canada's upcoming Christmas concert](#), an event which is fundraising to support Ukrainian orphans who have fled their home country due to the ongoing violence. On-site Event Assistants will, in turn, contribute to advancing the wellbeing of child victims of war, while developing their event management and teamwork skills.

Reports to: Project Manager

### **Responsibilities**

1. Attendee support: Welcome and assist attendees upon arrival, providing a warm and helpful presence to enhance their event experience.
2. Audience ushering: Efficiently manage the guestlist to sign in attendees upon presentation of their tickets, and direct audience members around the venue, ensuring a smooth flow of attendees.
3. On-site activity management: Oversee the on-site activities for audience members to engage in, including the smooth running of the cafe, merchandise booth and photo area, ensuring a pleasant and well-maintained environment for attendees to engage with the fundraising mission.
4. Donation collections: Facilitate donation collection efforts, engaging with attendees and conveying the importance of supporting our cause.
5. Attendee inquiries and general support: Address and assist with questions or concerns from event attendees, providing information related to the event and the fundraising cause.

### **Requirements**

- Availability in the afternoon and evening of Saturday, December 9th 2023 and ability to travel to Toronto Dream Church, Markham independently.
- Fluency in English language, with excellent and polite communication skills. Fluency in Korean **and** English is a strong bonus.



- Previous event experience is a plus, demonstrating a solid understanding of on-site event logistics.
- Strong organizational and multitasking abilities to handle various responsibilities concurrently.
- Demonstrated flexibility and initiative to deal with unforeseen circumstances on the day of the event in an appropriate manner.
- Customer-focused mindset with a friendly and approachable demeanor.

Application Deadline: Sunday, November 19th at 11:59pm EST.  
Interviews will be scheduled for the last week of November.

If you're ready to be a key player in creating unforgettable event experiences and meet the criteria above, we invite you to apply by emailing Rachel at [hello@gncanada.ca](mailto:hello@gncanada.ca), sharing your resume and letting us know your favourite part of the festive season. If you are applying with a friend, do let us know their names so that we can coordinate on-site teams.

Join our dynamic team and be a part of bringing this vital fundraising event to life!