



**FIGHTING
BLINDNESS
CANADA**

**VAINCRE
LA CÉCITÉ
CANADA**

Officer, Education

- Reports to:** Manager, Education
- Work Environment:** Hybrid, as per FBC's policies – 2 days in Toronto office, 3 days remote (subject to change based on public health guidance. Currently office is closed)
- Role Type:** Full time, permanent
- Salary:** 48-54k full time annual salary
- Deadline to Apply:** Sunday, January 30, 2022

This individual will play a central role in supporting Fighting Blindness Canada's educational events, which includes our View Point educational series and the Young Leaders Program. Requiring exceptional organizational, communication and interpersonal skills, the Officer, Education is responsible for all aspects of event planning related to the above events and should be comfortable planning and implementing both virtual and in-person events. The Officer will also provide administrative support to other education, health information and research activities.

Role Responsibilities:

- Reporting to the Manager, Education, the Officer takes a leadership role in the structural development, planning and evaluation of FBC's educational events, including View Point and Young Leaders programs
- Handle all aspects of event planning (virtual webinars and in-person events) associated with View Point including registration, communication and promotion, venue selection, catering and more
- Coordinates the Young Leaders Program, including working with the youth co-chairs, organizing workshops and webinars, marketing and data management
- Ensuring that all aspects of our education events meet high levels of accessibility for the vision loss community
- Contributes to the development of event programs and topic and speaker selection
- Manages the cultivation and recruitment of vendors, speakers, and other key partnerships in collaboration with Manager, Education
- Supports the creation of educational material through copy editing, formatting, uploading, and in some cases drafting and designing content
- Works with other teams to provide an excellent donor/supporter experience at all educational events
- Manages data by inputting it into Raiser's Edge
- Works as a frontline contact for education-related communications over the phone and through the education email account

- Works as an integral member of the Education team to help advance the team's portfolios
- This role may require overnight travel for in person education events.

Knowledge and Experience:

- Bachelors degree in health sciences-related field or equivalent experience
- 2+ years experience in a position focused on event planning
- Exceptional organizational and interpersonal skills
- Strong familiarity with Zoom and Microsoft's Office Suite, particularly Word and Excel
- Strong oral communications skills with a high aptitude for communicating professionally
- Demonstrated ability to operate as an effective member of a team
- Demonstrated ability to build relationships through excellent interpersonal and communication skills. Experience engaging with donors or clients an asset.
- Experience in adult education and/or education event planning an asset
- Experience with Raisers Edge an asset
- Experience in the non-profit sector and/or working with people with disabilities an asset
- Knowledge of French an asset.

About Fighting Blindness Canada

Fighting Blindness Canada (FBC) is the largest charitable funder of vision research in Canada.

Over our 48-year history, FBC has contributed critical funding for the development of sight-saving treatments and cures for blinding eye diseases. By raising and stewarding funds, FBC is helping drive forward research that supports our goal of understanding why vision loss occurs, how it can be slowed and how sight can be restored.

We are an invaluable resource for individuals and families impacted by blindness, providing accurate eye health information through our website and educational events, as well as engaging with government and other stakeholders to advance better vision health policies.

TO APPLY

Please submit your cover letter and resume by **11:59pm Sunday, January 30, 2022** to jobs@ffb.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted.