

## **Education Coordinator**

**Reports to:** Manager, Education

**Work Environment:** Hybrid, as per FBC's policies – 2 days in Toronto office, 3 days remote (subject to change)

**Role Type:** Full time, permanent

**Salary:** 48-54k full time annual salary

**Deadline to Apply:** June 12, 2022

This individual will play a central role in supporting Fighting Blindness Canada's research and mission programs team, including administrative support for FBC's educational initiatives including our View Point educational series, the Young Leaders Program and health information service.

Your supervisor will be the Manager, Education and they will help guide weekly work priorities between the following programs: View Point (50%), Young Leaders (20%), Health Information (10%) and Research (10%). The balance of time may be based on organization, team and program needs.

### **Events Support**

- Supports the Manager, Education in all aspects of the planning and evaluation of FBC educational events
- Supports the set up of webinars and in-person events
- Assists in creating promotional materials for education events
- Ensures that all aspects of our education events meet high levels of accessibility for the vision loss community
- Assists in recruiting and communicating with vendors, speakers, and other key stakeholders
- Works with other teams to provide an excellent donor/supporter experience at all education programs
- This role may require overnight travel for in person education events.

### **Data management**

- Coordinates data entry for View Point, Young Leaders and the health information service into Raiser's Edge
- Generates reports from Zoom, Survey Monkey and Youtube and compiles statistics to assist in the evaluation of FBC's education programs

### **Administration**

- Monitors and triages the education@ email account and acts as the frontline contact for education-related communications over the phone, maintaining timely response and high level of customer service.

- Coordinates and executes in-house mailings promoting events
- Supports the creation of educational material through copy editing, formatting, and uploading
- Provides administrative support to Research and Mission team, including management of research portfolio and grant competitions.

**Knowledge and Experience:**

- Excellent organizational and interpersonal skills
- Strong attention to detail.
- Strong familiarity with Zoom and Microsoft's Office Suite, particularly Word and Excel
- Strong communications skills with a high aptitude for communicating professionally both over phone and email
- Experience planning virtual and/or in-person events an asset
- Comfortable to learn and use database/software (any prior experience with Raiser's Edge, Survey Monkey, Mail Chimp are all assets)
- Able to work autonomously and as a member of a team in a fast-paced, high-volume environment
- Knowledge of French an asset.
- Evidence of two doses of a COVID-19 vaccination is a requirement of the position.

**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 June 12, 2022 to [jobs@ffb.ca](mailto:jobs@ffb.ca)

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