



SENIOR COORDINATOR, EDUCATION

Reports to: Senior 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 Range: \$55,000-\$65,000, dependent on experience

ABOUT FIGHTING BLINDNESS CANADA (FBC). FBC is the largest charitable funder of vision research in Canada. Over our 50-year history, FBC has contributed critical funding for the development of sight-saving treatments and cures for blinding eye diseases. We are also 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.

ABOUT THE ROLE. We are seeking a passionate and detail-oriented Senior Coordinator, Education who will play a pivotal role in planning and executing in-person events and webinars. At FBC our education programs serve a dual purpose of disseminating accurate and relevant health information and engaging and connecting individuals with blinding eye diseases and their families. The ideal candidate will have a strong background in event planning, education and health communication and an understanding of people-centered program development. This role offers opportunities for career advancement with a clear pathway to a managerial role for high performers.

KEY RESPONSIBILITIES

1. Program Development (15%)

- Support Senior Manager, Education to develop engaging, accessible and impactful programming that shares health information and facilitates community building for individuals affected eye diseases and vision loss.
- Identify programming and activities to best meet community needs

2. Event and Webinar Planning and Execution (55%)



- Lead the planning, coordination and execution of in-person events such as workshops, summits and health fairs. This includes, but is not limited to, venue selection, logistics, catering and volunteer and AV requirements to ensure seamless execution.
- Oversee on-site event management, including registration, attendee engagement and post-event follow-up.
- With support from Senior Manager, Education, secure speakers and content for events.
- Manage webinar platforms, including technical setup, registration and troubleshooting during live sessions.
- Ensure that all aspects of education events meet high levels of accessibility for the vision loss community.
- Develop event timelines, budgets and promotional material and collateral and identify strategies to engage new and diverse audiences.
- Collaborate with internal teams to provide an excellent donor/supporter experience.
- Analyze metrics and solicit feedback to continually improve content and delivery.

3. Community Engagement (15%)

- Foster relationships with relevant organizations, industry, clinicians, scientists and community stakeholders to enhance outreach and collaboration.
- Manage relationships with event vendors including exhibitors, caterers, audio-visual companies and venues.
- Develop and maintain relationships with program participants, lead volunteers and volunteer chairs.
- Represent FBC at community events, conferences and networking opportunities to promote our mission and initiatives.

4. Data management & Administration (15%)

- Provide administrative support for all Mission programs including Research including creating reports, data entry and technical and logistic support for other Mission events.

QUALIFICATIONS

- Excellent organizational and interpersonal skills
- Bachelor's degree or equivalent experience.
- 3-5 years' experience in event planning, community outreach or health education. Experience running in-person events with 100+ participants strongly recommended.



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- Excellent organizational and project management abilities and strong attention to detail.
- Ability to work independently and as part of a team in a fast-paced, high-volume environment.
- Strong communication skills.
- Passion for health education and community building. Knowledge of health-related topics and adult or patient education recommended.
- Willingness to travel and work flexible hours, including evenings and weekends.
- Proficiency with webinar platforms, including Zoom and Microsoft's Office suite.
- Comfortable to learn and use software and databases. Prior experience with Raiser's Edge, Survey Monkey, Mail Chimp, Canva. Video editing experience a strong asset.
- Knowledge of French an asset.

TO APPLY:

Please submit a cover letter and resume by August 5th to jobs@fightingblindness.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted. Fighting Blindness Canada is an equal opportunity employer and supports applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request for accommodation with your application.