



## **JOB POSTING**

Position: Event Manager  
Term: Six-month Full-Time Contract  
Closing Date: January 20th, 2012  
Contact: [eventmanager@janeswalk.net](mailto:eventmanager@janeswalk.net)

### ***Jane's Walk is a project of Tides Canada Initiatives***

#### **About Jane's Walk:**

Jane's Walk celebrates the ideas and legacy of urbanist Jane Jacobs by getting people out exploring their neighbourhoods and understanding how their communities and cities work.

Its signature event - free walking tours held on the first weekend of May each year - helps put people in touch with their neighbourhood and with each other, encourages conversations about who plans and builds them and the experience of those who live there, and in the process, inspires people to come together to make them more walkable and liveable.

Since its inception in 2007, Jane's Walk has happened in cities across North America, and is growing internationally. During the fifth anniversary Jane's Walk weekend in May 2011, 20,000 people strolled in 500+ free, volunteer-led walks in 75 cities across 15 countries worldwide.

#### **About this Position:**

We are seeking a dynamic individual who is adept at project management, media relations, and who can cultivate the community of Jane's Walk city organizers and walk leaders. The Event Manager is responsible for the overall planning and successful delivery of the 2012 Toronto Jane's Walk, and for supporting Jane's Walks around the world. Reporting to the Director, the position will commence in February 2012 for a six-month term.

#### **Key Responsibilities:**

- Plan and coordinate the Toronto Jane's Walk event
- Liaise with local organizers and tour guides in other cities.
- Initiate contact with and secure participation of local organizers in additional cities
- Enhance and execute the media strategy and event promotion
- Act as primary contact for inquiries from media, the general public, and other interested organizations
- Plan, organize and coordinate volunteer activities
- Plan, organize and manage special events before and during the Jane's Walk weekend
- Represent Jane's Walk with Director at special events
- Manage web content and edit content submitted by walk leaders
- Establish event management procedures and protocols to assist with the organizational growth.
- Provide administrative support to Director and Advisory Committee activities

#### **Skills / Experience Required:**

- Outstanding project management skills
- Highly proficient communication skills in writing and speaking
- Proven ability to effectively interact with media
- Experience coordinating, motivating and recognizing volunteer participation
- Education in Urban Studies and/or a knowledge of the writings of Jane Jacobs

If you are interested in this position please forward your resume to [eventmanager@janeswalk.net](mailto:eventmanager@janeswalk.net), and also include a brief cover letter explaining why you are best suited for this role.

For more information about Jane's Walk and Tides Canada Initiatives, please visit:

<http://www.janeswalk.net/> ; <http://tidscanada.org/projects/>

As Jane's Walk is a Project of Tides Canada Initiatives Society (TCI), the Event Manager will be an employee of TCI.