

Projects & Events Coordinator

Location: Edmonton, Alberta

Position Type: Full-Time

Salary Range: \$60,000 - \$70,000 annually (commensurate with experience)

About Us

The Alberta Council of Women's Shelters (ACWS) is the provincial network of women's shelters in Alberta. We support over 40 member organizations operating more than 60 shelters for women, their children, and seniors facing domestic abuse.

Through collective data, research, training, public awareness, and prevention initiatives, ACWS works in partnership with our members to create a world free from violence and abuse. With support from ACWS, shelters across Alberta are strengthening safety, supporting families, and building healthier communities.

Position Overview

The Projects & Events Coordinator plays a key role in advancing ACWS's strategic priorities by leading the coordination and execution of major initiatives, events, and cross-organizational projects.

This role is responsible for ensuring that high-impact work – including provincial events, training initiatives, and special projects – is delivered smoothly, on time, and with strong attention to detail.

Working closely with the Executive Director and the ACWS communications team, this position brings structure, organization, and follow-through to complex work involving multiple stakeholders.

This is a collaborative, fast-paced role ideal for someone who is highly organized, proactive, and enjoys bringing moving pieces together.

This is a highly external-facing role that requires regular engagement with a wide range of stakeholders, including members, partners, donors, speakers, and the broader community. The successful candidate will be comfortable representing ACWS in public and professional settings and will bring a confident, welcoming, and relationship-focused approach to their work.

As a member-based organization, all ACWS employees contribute to supporting our shelter members, which includes responding to occasional phone or email inquiries from members to ensure supportive and consistent member experience.

Because ACWS is a public-facing organization, staff may sometimes receive calls from individuals in crisis or seeking resources. Compassion, professionalism, and comfort in these interactions are essential.

Key Responsibilities

Event Planning & Execution

Lead coordination and delivery of a range of ACWS events and initiatives including:

- Public Awareness events and campaigns
- Conferences and Summits
- Member-based events, trainings and engagements
- Stakeholder and partner events
- Donor and fund development events

Responsibilities include:

- Venue, vendor, and logistics coordination
- Run of show development and on-site execution
- Speaker and participant coordination
- Supporting donor engagement through event planning and execution
- Ensuring events reflect ACWS values and a survivor-centred approach
- Acting as a key point of contact for external stakeholders, ensuring a professional, engaging, and welcoming experience for all participants

Project Coordination & Implementation

Support planning and coordination of key initiatives, including:

- Training and program implementation
- Grant-funded initiatives

- Strategic planning sessions
- Reports, launches, and special projects

Responsibilities include:

- Tracking timelines, deliverables, and key milestones
- Coordinating across teams to ensure alignment
- Identifying risks or gaps and helping keep work on track

Internal & Stakeholder Coordination

Coordinate logistics and support for meetings, engagements, and initiatives involving:

- Donors and funders
- Stakeholders and partners
- ACWS members
- External stakeholders

This includes:

- Scheduling and coordination support (in collaboration with the Executive Coordinator)
- Preparing materials and logistics for meetings, events and engagements
- Supporting smooth execution of external-facing activities
- Building and maintaining positive, responsive relationships with external partners, speakers, and participants

Team Collaboration & Organizational Support

- Work closely with all areas of the ACWS team
- Support alignment across projects and events
- Contribute to a positive, responsive, and team-oriented work environment
- Pitch in where needed to support team priorities and organizational events

Qualifications

- Post-secondary education in communications, nonprofit management, business, event management, or a related field; equivalent experience will be considered.
- Demonstrated experience in event coordination, project management, or similar roles in a fast-paced environment.
- Experience supporting donor relations, fundraising initiatives, or stakeholder engagement in a nonprofit setting is an asset.
- Strong organizational and project management skills, with the ability to manage multiple deadlines, priorities, and moving pieces.
- Proven ability to take initiative, anticipate needs, and move work forward with minimal supervision.
- Strong written and verbal communication skills, with the ability to prepare clear, professional materials for a variety of audiences.
- Demonstrated ability and comfort engaging with external stakeholders, including confidently representing an organization in public settings, supporting events, and building relationships with partners and participants
- Demonstrated professionalism in conduct, communication, and representation of the organization with partners, donors, and stakeholders.
- Experience coordinating across teams and working collaboratively in dynamic or evolving environments.
- Familiarity with CRM or event/donor management systems is considered an asset.
- Experience supporting grant-funded projects or working within funded program structures is an asset.
- Valid Alberta Driver's Licence and willingness to travel within the province as needed.
- Previous experience working in or alongside the gender-based violence or nonprofit sector is considered an asset.

Why Join Us?

At ACWS, we believe in the power of empathy, support, and collective action. Joining our team means contributing directly to the wellbeing of individuals and families affected by domestic violence, and strengthening the impact of shelters across the province.

We offer:

- Flexible work environment
- Professional development opportunities
- Matched savings plan
- 100% employer-paid health and dental benefits
- Paid vacation and wellness time
- Meaningful work that supports life-changing outcomes for survivors of violence

How to Apply

Please submit your resume and a cover letter outlining your qualifications and experience to finance@acws.ca

Equity Statement

The Alberta Council of Women's Shelters is an equal-opportunity employer. We strongly encourage applications from individuals with diverse lived experiences, including Indigenous, Black, and racialized people; 2SLGBTQIA+ individuals; people with disabilities; and those with experience in gender-based violence work or advocacy.