



Spinal Cord Injury Saskatchewan Inc.
Lésions Médullaires Saskatchewan

Provincial Office

1705 McKercher Drive
Saskatoon SK S7H 5N6
Tel: 306.652.9644
1.888.282.0186
Fax: 306.652.2957

Regional Office

Regina SK
Tel: 306.584.0101
1.877.582.4483
Fax: 306.584.0008

sciinfo@scisask.ca

www.scisask.ca

To assist persons with

spinal cord injuries

and other physical

disabilities to achieve

independence,

self-reliance and

full community

participation.

Charity #

11883 5107 RR0001

Apr 10 2026

Job Posting: Event Assistant

Organization: Spinal Cord Injury Saskatchewan

Location: Saskatoon, SK (with some travel within the province as required)

Position Type: Temporary Full-Time

Start Date: May 15 2026

About Us

Spinal Cord Injury Saskatchewan is a non-profit organization dedicated to supporting individuals living with spinal cord injuries and other physical disabilities.

Position Overview

We are seeking a highly organized and motivated **Event Assistant** to support the planning and delivery of key fundraising and community events. This role will play a hands-on part in executing our annual **golf tournament fundraiser, wheelchair relay fundraisers**, and other organizational activities.

This role is ideal for someone who enjoys event coordination, working with people, and contributing to meaningful community impact.

Key Responsibilities

- Assist with planning, coordination, and execution of events, including:
 - Annual Golf Tournament Fundraiser
 - Wheelchair Relay Fundraiser
 - Community outreach and engagement events
- Coordinate event logistics (venues, vendors, equipment, accessibility needs)
- Support sponsorship fulfillment and donor engagement activities
- Assist with participant registration and communication
- Help manage event-day operations (set-up, tear-down, troubleshooting)
- Work with staff, volunteers, and community partners
- Maintain event materials, supplies, and inventory
- Provide administrative support related to events and programs

Qualifications

- Post-secondary education in event management, communications, marketing, or a related field (or equivalent experience)
- Strong organizational and time-management skills
- Excellent interpersonal and communication abilities
- Ability to work both independently and as part of a team
- Comfortable working flexible hours, including evenings and weekends during events
- Valid driver's license and access to a vehicle is an asset
- Experience working with non-profits or fundraising events is an asset
- Understanding of accessibility and inclusion is an asset
- Proficiency with Microsoft Office applications, including Excel

**Eligibility & Equity Statement**

This position is designated for applicants who are registered citizens of the Métis Nation – Saskatchewan (MNS).

The successful Candidate will be required to provide proof of MNS citizenship.

Spinal Cord Injury Saskatchewan is committed to equity, diversity, and inclusion. We strongly encourage applications from persons with disabilities. Accommodations are available throughout the recruitment process upon request.

How to Apply

Please submit your resume and a brief cover letter outlining your interest in the role to:
sciinfo@scisask.ca

Application Deadline: Apr 25 2026