

**Event organizer**

<b>Role Title:</b>	Event Coordinator (Currently not available)
<b>Purpose of the position:</b>	To oversee organization of fundraising and other events for Immigrant Services.
<b>Duties and responsibilities:</b>	We are looking for enthusiastic and committed individuals with experience in organizing fundraising events, to help Immigrant Services organize annual events. Your experience and expertise in planning and delivering events will help Immigrant Services expand its programs and services.
<b>Benefits to you:</b>	<p>You will find working with our organization rewarding, fun and fulfilling.</p> <p>You will have opportunities to engage a diverse community around same goal.</p> <p>You will expand your knowledge of various cultures and backgrounds.</p> <p>You will have ample opportunity to put your skills to work and show your capacity.</p> <p>You will be appreciated for your contribution to a progressive organization.</p> <p>We will provide you with meaningful and appreciative references.</p>
<b>The skills you need:</b>	<p>You have experience in organizing events.</p> <p>You have skills identifying volunteer needs during events</p> <p>You have skills coordinating event volunteers.</p> <p>You are enthusiastic and can motivate other community members.</p> <p>You have skills of identifying needs and finding solution for those around you.</p> <p>You are experienced in identifying various tasks and assigning it to suitable participants.</p> <p>You are connected or have ability to connect to various cultures and secure their commitment around the event.</p> <p>You are an excellent communicator.</p> <p>You are a natural leader and considerate of all participants.</p>
<b>Training and orientation:</b>	The theme and focus of the event are identified by the fundraising committee and are usually around various internationally recognized celebration dates such as

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	<p>International Youth day or Human Rights day. There will be orientation on our overall fundraising plan and specific objectives of each event. You will be provided with a general orientation to the organization and will be provided with our event-coordination blue print.</p>
<b>Time commitment:</b>	6 months commitment with average 4 hours per week time commitment.
<b>For more information, contact:</b>	Poli (519) 836-2222 ext: 234