

Volunteer Event Planner

Canadian Hemochromatosis Society - Richmond, B.C. Volunteer – Part-Time

Reporting directly to the Student Volunteer Coordinator, this position in the non-profit health field is accountable for planning, organizing, and executing community awareness and fundraising events for the Canadian Hemochromatosis Society through collaboration with other Volunteer Event Planners. Together, the Event Planning Team is required to plan and execute one event per month.

General responsibilities include, but are not limited to:

- Actively participating in event planning meetings, and community awareness and fundraising events
- Adhering to deadlines
- Seeking means of raising funds and creating awareness at various public events
- Learning and attempting to increase personal knowledge about Hemochromatosis
- Professionally and respectfully educating the general public about Hemochromatosis
- Building and maintaining positive relationships with external parties

Additional responsibilities will be distributed by, and amongst, fellow Volunteer Event Planners to achieve the following:

- Researching community events and opportunities for CHS involvement
- Organizing and planning logistics for events
- Ensuring that materials and information regarding venues and locations is accurately obtained
- Contacting third parties for donations to minimize organization costs
- Ensuring that appropriate media channels are contacted to showcase or highlight events
- Taking minutes and attendance at volunteer meetings and events
- Coordinating team meetings
- Reporting to Volunteer Coordinator

Qualifications include, but are not limited to:

a. Training or Equivalent Experience

- A minimum high school education
- Experience in sales or fundraising an asset
- Experience in a leadership role

b. Communication Skills

- A strong predisposition to customer service
- Excellent interpersonal skills, including phone and written communications
- Ability to understand and work with a range of routine to complex tasks and issues
- A reliable and demonstrated ability to exercise sound judgement

c. Other Qualifications or unique requirements

- Experience working with diverse groups of people
- Ability to work confidently and under pressure to achieve deadlines
- Strong organizational skills and ability to pay attention to details are necessary attributes
- Flexibility to perform other job requirements as assigned
- Able to travel to various locations within the community

Interested volunteers, please email Student Volunteer Coordinator Sabrina Meherally at volunteer@toomuchiron.ca

Canadian Hemochromatosis Society
272 – 7000 Minoru Blvd.
Richmond, BC V6Y 3Z5
Ph: 604-279-7135
www.toomuchiron.ca