



Social Event Planner

Supervisor: Support for Positives Case Manager

Level: Social Event Planner is ranked as a **Tier 2 position** (See brochure for details on Tiers).

Position Description: People living with HIV are supported to plan and execute different social events for people living with HIV in our community. The individual would be responsible for creating a social event that caters to the interests of the community, planning and executing the event.

Objective:

- To engage people living with HIV in AIDS Calgary's programs.
- To encourage people living with HIV to attend social events to reduce isolation and meet other people.

Time Commitment:

- Must have flexible, day-time, weekday availability
- Some weekend shifts may be available
- Attendance at ongoing training when offered is mandatory

Responsibilities:

- Come up with an idea for a social event/gathering and develop a project proposal
- Organize a budget and create an event plan (including timeline and goals) with the Team Leader of Community Strategies
- Arrange location, food (if applicable) and logistics of the event
- Create and send invitations for the event
- Facilitate event, follow-up with participants and submit post-event report
- Respect AIDS Calgary Awareness Association's confidentiality policy and represent AIDS Calgary in a professional and respectful manner while working with the community

Qualifications:

- Individual is currently living with HIV/AIDS and must be comfortable sharing personal experiences and issues
- Outstanding people skills and ability to work with diverse individuals
- Ability to plan and coordinate small events (e.g. workshops, social events)
- Good organizational skills and ability to manage multiple tasks
- Strong communications skills, written and verbal
- Ability to follow-up with staff and program participants
- Critical thinking skills to identify issues, generate solutions and plan appropriate actions
- Desire to learn and to be mentored
- Strong understanding of confidentiality
- Able to work independently as a positively contributing member of a busy team
- Knowledge of HIV/AIDS
- Strong commitment to HIV/AIDS and People Living with HIV/AIDS
- Knowledge of Harm Reduction, advocacy and related issues would be an asset
- Ability to use Microsoft Outlook for email management and Microsoft Word for Windows would be an asset

Training:

- One Core Training day, which includes the following workshops: Challenging Stereotypes, Safer Sex & HIV/AIDS and Living with HIV/AIDS.

Benefits:

- AIDS Calgary's GIPA (greater involvement of people living with HIV) project will pay a volunteer to do this role.
- Hours and participation will be tracked and can be provided by the Coordinator of Volunteer Engagement for various purposes required by the volunteer, such as post-secondary applications or work references (after completing 30 hours of volunteering)
- Opportunity to develop organizational and teamwork skills and event planning experience
- Opportunity to be involved with Special Projects within the program involving research and program development, etc.
- Increase understanding of HIV/AIDS in your community and knowledge of current information about HIV/AIDS
- Invitations to volunteer appreciation events, special agency events or workshops, and community celebrations, including those geared toward People living with HIV and AIDS
- Receive the AIDS Calgary newsletter and Volunteer newsletter
- Volunteer can participate in the Annual General Meeting

Application Requirements:

- Submit a volunteer application
- Interview with the Coordinator of Volunteer Engagement
- Police Background Check
- Two telephone reference checks will be completed
- Read and sign a Volunteer Contract and Oath of Confidentiality

** All volunteers will participate in a 3 month evaluation with the volunteer supervisor and an annual evaluation with the Coordinator of Volunteer Engagement.

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

volunteer@aidsalgary.org

(403) 508-2500

Or download the application form from our website

<http://www.aidsalgary.org/getInvolved/volunteer.shtml>