

Special Events Assistant

Supervisor: Senior Fund Developer and/or Junior Fund Developer

Level: Special Events Assistant is ranked as a **Tier 2 position**. (See brochure for details on tiers)

Position Description: The Special Events Assistant will be responsible for supporting the Senior and Junior Fund Developers with the overall organization and execution of AIDS Calgary special events, to be held periodically throughout the year.

Objective: Every year, AIDS Calgary hosts multiple special events to showcase what we are trying to achieve and gain support through new volunteers, donations or building relationships with community partners. Funds raised from these events help provide services to people living with HIV/AIDS in Calgary, as well as support HIV/AIDS prevention and education initiatives in your community.

Time Commitment:

- Must have flexible, day-time, weekday availability
- Some weekend shifts may be required for event days
- Priority for this position will be given to a volunteer who can work out of AIDS Calgary's office, at least once per week for 3 hours
- Special events vary from month to month and the volunteer will be given a calendar of event dates

Responsibilities:

- Assist with following the critical path of each event until completion (may include marketing and promotions, cold-calling, coordination of food/beverage, venue, site, ceremonies, and entertainment)
- Complete administrative tasks crucial to the success of the event
- Possible event day support (set-up and tear down)
- Attend any necessary meetings, complete independent work as assigned and track hours contributed
- Communicate regularly with your supervisor
- Respect AIDS Calgary Awareness Association's confidentiality policy and represent AIDS Calgary in a professional and respectful manner while working with the community

Qualifications:

- Experience in Event Management, Not for Profit, Business, or Public Relations would be an asset
- Computer and data management skills (Proficient in MS Word, Excel, Powerpoint, and Outlook). Knowledge of Raiser's Edge would be an asset
- Excellent communication and organization skills
- Reliable and committed
- Ability to follow direction and ask questions as needed
- Detail oriented
- Must be able to work independently and follow up with deadlines

Training:

- AIDS Calgary staff will give a brief introduction to the history and purpose of each event
- Completion of Core Training would be an asset.

Benefits:

- Volunteer 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 completion of 30 volunteer hours)
- Develop skills such as planning, leadership and communication
- Opportunity to support People Living with HIV/AIDS
- Increase understanding of HIV/AIDS in your community
- Meet new friends, build relationships in the community, take part in exciting events

Application Requirements:

- Submit a volunteer application
- Interview with the Coordinator or Volunteer Engagement and/or the Fund Developers
- 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@aidscalgary.org

(403) 508-2500

Or download the application form from our website

<http://www.aidscalgary.org/getinvolved/volunteer/volunteerapplication.cfm>