

511 Pelissier, Windsor ON
(519) 973-0222
www.aidswindsor.org

Title: Special Events Committee

Position Type: On-going

Apply by: Email with availability to Starr Meloche – Community & Volunteer Engagement Coordinator (community@pozitivepathways.com)

Hours of Work: 2-10 hours per week

Location of Work: Remote / Online

Training

You will receive agency orientation, and introduction to our new brand, and event overviews, and discussion of expectations.

Job Responsibilities:

Volunteers may specify if there are specific tasks or roles they are comfortable completing.

The special events committee will be focused on planning, organizing, and implementing agency events. Each event will have its own committee. Volunteers can choose to join on up to two events committees at a time – but roles are separate.

This role will be entirely through remote volunteering.

A typical day in this role will begin with checking email, BaseCamp, and/or AirTable for updates and memos. Volunteers may then hop on a Zoom call with the committee and/or CVEC (frequency dependent on planning stage) to discuss the upcoming plans and projects. They will disseminate their tasks for the day.

Volunteers will then continue to work on tasks primarily on the computer/online. Some examples of tasks they may do include (depending on role/ comfort with task):

- Developing ideas for one of our three key signature events
- Creating critical paths and planning documents
- Disseminating to-do tasks
- Assisting with creating event schedules and programming
- Collecting quotes from vendors/performers/etc.
- Tech support
- Working with digital communications to plan marketing campaigns
- Event prep
- Assisting with event implementation such as moderating
- Other related tasks

Volunteers will be able to contact supervisor anytime between 9am-5pm Monday to Friday for support, questions, or to bounce ideas off of. They will also have a small team to work with directly.



SPECIAL EVENTS COMMITTEE

At the end of the day students will check again for any memos or to review updates made by team members throughout the day, and update their BaseCamp schedule.

Attend events committee meetings for planning discussions

- Read over material, discuss with CVEC & other members to become knowledgeable of upcoming event(s)
- Take an active part in planning discussions, prioritizing the needs of the agency
- With other members, delegate planning tasks amongst committee and other available event volunteers
- Complete any accepted tasks
- Provide meeting notes, action points, and feedback to CVEC