



PACT-Ottawa

Persons Against the Crime of Trafficking in Humans
Personnes en Action Contre la Traite des Personnes

Persons Against the Crime of Trafficking in Humans Ottawa (PACT-Ottawa) is looking for Board Members

PACT-Ottawa works to prevent the trafficking of persons and to increase the protection of victims through education, advocacy, networking, support of front-line services and research.

PACT-Ottawa is currently seeking to recruit new members for its Board of Governors (BoG) to fill vacant positions. The commitment is approximately 10 to 15 hours per month, for a term of three years. While PACT strives to accomplish deliverables of a 5-year strategic plan, there may be other activities and tasks that must be completed and may require additional support and work at various levels and positions. Please note that at this time we are looking for to fill the position of i) Secretary, ii) Internal Affairs Officer and iii) other general Board member positions.

Secretary:

The secretary is responsible for attending all meetings and for the purpose of recording all votes and minutes of all proceedings and to ensure appropriate record keeping of corporate.

Internal Affairs Officer (IAO):

The IAO is responsible for the oversight related to the Human Resources and Internal Communications functions within the organization. They will report to the rest of the BoG on matters related to the membership and volunteers. In the absence of a Human Resources Director, or Membership Coordinator or Volunteer Coordinator, the IAO must fulfill the responsibilities of these role(s), and lead the recruitment to fill the position(s). In addition to attending monthly members and board meetings (~2 hr each), the IAO may need to meet with the individuals who report directly to them.

We welcome volunteers from diverse communities to apply. Experience working with non-profit agencies is preferred. Bilingualism is an asset.

Please send your cover letter and resume to chair@pact-ottawa.org. Please direct any questions you have to chair@pact-ottawa.org.

We thank all applicants, but only those selected for an interview will be contacted. Submissions will be accepted until 5 p.m., April 12, 2019