Persons Against the Crime of Trafficking in Humans (PACT-Ottawa) is seeking a <u>volunteer</u> to act as our

EVENTS & FUNDRAISING COORDINATOR

Please send a cover letter and your resume to volunteer@pact-ottawa.org

Tasks - With the support of the Board of Governors, you will:

- Conceive and implement a fundraising strategy for PACT-Ottawa and lead the execution of that strategy
- Plan and execute events
- Coordinate PACT volunteers working on any event
- Approach and involve other community partners, organizations and members in events
- Communicate clearly and consistently with volunteers, community organizations and any other stakeholders
- Coordinate all aspects of events, including venue, program, refreshments, media, promotion
- Oversee and support the Freedom Relay and End Slavery Day Coordinators in planning their annual events
- Attend monthly meetings of volunteers, on the third Thursday evening of each month

Qualifications - You are:

- creative
- highly organized
- able to set and meet deadlines for multiple aspects of a complex plan
- experienced with planning events
- fluent in English and French
- an excellent communicator, oral and written
- a leader, able to motivate and guide others
- enthusiastic and committed to PACT's mission, vision and goals

Time commitment:

One year minimum commitment. On average, 3 hours per week.

We thank all applicants, but only those selected for an interview will be contacted.

About PACT-Ottawa

Our Vision: To recognize the human dignity and promote the well-being of all trafficked persons.

Our Mission: To network with other groups to prevent the trafficking of persons and increase the protection of victims.

Our Goals: To prevent human trafficking and protect trafficked persons.

Our Tools: Education, support services, networking and advocacy.

Background

PACT-Ottawa was founded in 2004. Our members contribute their time, ideas and area of expertise on a voluntary basis to the action of the group. For more information see: http://www.pact-ottawa.org.