



Volunteer Job Posting

Position Title: Conservation Gala Planning Committee Member

Job Description:

- Responsible for sitting on the Gala planning committee and helping to plan and prepare for the Foundation's Annual Conservation Gala.
- Solicit in-kind sponsorships and auction items
- Plan and execute logistics of the event
- Event marketing and promotions
- Work with Executive Director to identify prospects and relationships
- Work as an event volunteer the day of and contribute to the event's overall smoothness

Job Start Date: January 2012

Job End Date: June 2012

*Committee Members must commit to actively participating for full 6 month planning term.

Time Commitment:

- Approximately 2 hours per week, however time commitment may vary slightly throughout the planning term.
- Must be able to attend **weekday** meetings during office hours – approximately one per month, approximately 2 hours in length
- Meetings take place at Credit Valley Conservation Head Office in Mississauga **and** Halton Conservation Head Office in Burlington

Required Skills, Interests or Education:

- Enthusiasm for planning a charity event
- Attend monthly meetings (meetings are held during office hours Monday to Friday)
- Attend event as a volunteer or paying guest (event is May 9, 2012)

Beneficial Skills, Interests or Education:

- Event planning and execution experience
- Experience with running a Gala-type event
- Experience working with charities
- Experience fundraising or soliciting auction items and prizes

Dress Code:

Planning Meetings - Casual

Event – Semi-Formal or Business Casual

Location of position:

- Meetings take place at Credit Valley Conservation Head Office in Mississauga **and** Halton Conservation Head Office in Burlington
- Event takes place at Rattlesnake Golf Course
- Planning/prep work would often be done from home

Resume Required: Yes

References Required: Yes

In Person Interview Required: Yes

Level of English Required:

Spoken: Intermediate

Written: Intermediate

Training Required:

- An introductory package will be provided
- If attending event as a volunteer, event training will be provided immediately prior to event

To Apply: Please send your resume to Annabel Krupp at: akrupp@creditvalleyca.ca