



Position: Event Coordinator, Part-time Volunteer

Location: ON – Durham Region

The Event Coordinator is a member of the Chapter Leadership Council and reports to the Vice President, Autism Ontario – Durham Region. The successful candidate will be an experienced event planner, detail-oriented, with the ability to supervise a team of event planning volunteers to effectively meet timelines and budget restraints in order to hold both fundraising and social events for the community.

Essential Functions:

- Planning details of fundraising and social events.
- Liaise with the volunteer coordinator to recruit the required volunteers for event planning and for the day of the event.
- Recruit and supervise a team of event planning volunteers.
- Research appropriate venues; arrange food & drinks; plan and purchase supplies for activities and gifts/prizes; wrap/package gifts; etc.
- Convene and attend subcommittee meetings as necessary.
- Attend monthly chapter leadership council meetings at various locations around Durham Region.
- Must be accessible by email to address issues between meetings.
- Event participation is required.

Qualifications:

- Must be experienced in event planning.
- Project-oriented with excellent time-management and supervisory skills.
- Superior organizational and problem-solving skills.
- Must be able to execute plans to successful completion.
- Excellent interpersonal and communication skills.
- Must be familiar with the mission and purpose of Autism Ontario – Durham Region.
- Knowledge of autism is an asset.
- Some basic computer skills required.

**If you are interested in this volunteer position,
please contact our Volunteer Coordinator: autismdurham.volunteer@Gmail.com**

We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.

AutismONTARIO - Durham Region

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