

**Position: Event Planning Volunteer, Part-time Volunteer**

**Location: ON – Durham Region**

The Event Planning Volunteer works under the direction of the Event Coordinator, Autism Ontario – Durham Region. The successful candidate will have a keen interest in event planning and be able to work in a team environment.

**Essential Functions:**

- Work under the direction of the Event Coordinator.
- Work in a team environment to effectively meet timelines and budget restraints.
- Research appropriate venues; arrange food & drinks; plan and purchase supplies for activities and gifts/prizes; wrap/package gifts; etc.
- Attend subcommittee meetings as necessary at various locations around Durham Region.
- Must be accessible by email to address issues between meetings.
- Event participation may be required.

**Qualifications:**

- Must have a keen interest in event planning.
- Project-oriented with excellent time-management skills.
- Good brainstorming and problem-solving skills.
- Must be able to execute assignments 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](mailto: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.**

**Autism**ONTARIO - Durham Region

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