

Volunteer position title:	Special Event Project	Posting date:	April 30, 2018
Manager contact information:	Andrew Poon Andrew@checkhimout.ca	Posting closing date:	This position has no closing date
Location:	Various locations	Position duration:	Temporary-project focused
Position type:	Outreach	Service area:	Social Health

Statement of volunteer value:

At Health Initiative for Men (HIM), volunteers play an essential role in bringing our mission and vision to life. We value volunteers for their roles as ambassadors, mentors, leaders, supporters, educators, advocates, and as members of the community of gay men and other men who have sex with men. At HIM, we value the unique gifts as well as the personal needs and diversity of our volunteers and embrace the benefits of volunteering for purposeful personal growth and social connection.

Purpose of the positions:

Health Initiative for Men is looking to form a team of highly motivated volunteers that would be interested in sharing their knowledge and applying their professional experience to help us organize an event. Involvement could include aspects related to event planning, fundraising, community engagement, and outreach on a larger scale. If you are interested in giving back to HIM and are comfortable working on short-term projects in which your valuable expertise helps us achieve strategic goals, we would love to hear from you! This is a great way to do something you are particularly good at for a meaningful cause. We are looking for volunteers both for the pre-event planning phase, as well as its execution on the event day.

Responsibilities and duties (may include but not limited to)

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| <ul style="list-style-type: none"> ○ Guest list coordination ○ Public Relations ○ Entertainment coordination ○ Ticket promotion and sales ○ Event planning ○ Hosts / ushers / guest management ○ Master of ceremonies ○ Set up and take down | <ul style="list-style-type: none"> ○ Social Media coordination ○ Content management ○ Media coordination ○ Graphic Design ○ Photography ○ Videography ○ Coat check |
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Qualifications / experience

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| <ul style="list-style-type: none">• strong working knowledge of HIM resources and programs;• friendly, sociable and willing to converse with community members;• ability to be flexible and adaptable to new situations; | <ul style="list-style-type: none">• event planning experience• contacts in local entertainment scene• hosting / 'emcee'-ing large events• writing / journalism skills• working under stress• presentation skills |
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Commitment expected

- Some of these positions may be expected to attend periodical status update meetings, answer e-mails, participate in status phone calls, present reports, etc.

Instructions to apply:

- Print out the table at the end of this file, indicating your interests and experience and provide examples (if applicable)
- Send this form and your resume to kirill@checkhimout.ca

Team	Function / Skill	Responsibilities description	Check if interested	Check if you have experience	Provide an example
Planning	RSVP / Guest list Coordination	Managing the invitations and list of 500 guests before the event (Community partners, VIP's)			
Planning	Contractor Coordination	Booking and liaising with companies for venue, catering, equipment rental, cost estimates			
Planning	Ticket promotion / Sales	Event promotion in the community, ticket sales			
Planning	Entertainment Coordination	Planning, interviewing, and booking entertainment for the evening			
Planning	Fundraising	Contacting and connecting with possible sponsors and donors.			
Planning	Outreach and Promotion	Selling tickets, being event ambassadors, tracking online sales			
Planning	Public Relations	Newspaper articles, press releases, radio pieces, podcasts			
Event	Master of ceremonies / Host	Speak, present, entertain, and host the event, "story-telling"			
Event	Set up / Take down	Assisting with all the necessary pre- / post-event setting up activities			
Event	Ushers / Guest Management	Showing guests to their tables / seats / general venue information			
Event	Coat check	Receiving and tracking coats, backpacks, and other items			
Event	Photographer	Professional event photography			
Event	Videographer / Video Editor	Professional event video recording & editing			
Marketing	Online and Social Media Manager	Create event page on our website, manage Social Media, email requests, promo video.			

Marketing	Media Coordinator	Develop press pieces, blog articles, media kit, news release, media list, press event before the ball.			
Marketing	Graphic Designer(s)	Creating the design concept for the event and all the necessary collateral (print material, tickets, invites, printing coordination).			