

Communications & Events Volunteer

The Agency

The Calgary John Howard Society (CJHS) is a charity that reduces crime and makes Calgary communities safer by helping youth and adults make positive changes and move away from criminal behaviour. We do this by addressing the root causes of crime through housing, education, employment programs and support so that individuals have alternatives to breaking the law. CJHS is committed to restorative justice and an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

The Program

Support the Calgary John Howard Society (CJHS)'s Strategic Plan by engaging with both internal and external stakeholders to communicate our mission and vision, and to promote a positive image of CJHS in the community.

The Position

You will work with the Communications Advisor to assist communications-related activities, primarily in event coordination.

Responsibilities

- Creating event documents/materials
- Coordinating with vendors, speakers, entertainment, volunteers, etc.
- Data entry of donor information
- Creating written content for the agency as needed

Qualifications/Expectations

Experience with event planning, creating written content, data entry and balancing multiple priorities within tight deadlines. Must have excellent organizational and time management skills; strong verbal and written communication skills and be able to work well independently and within a team.

Time Commitment

- 1-3 hours per week (flexible)
- March 2, 2020 – Aug. 30, 2020 (extension possible)

Training

- Orientation and initial training
- Ongoing training as needed
- Opportunity to participate in other CJHS events

Applications will be accepted until a suitable candidate has been chosen. Please submit your cover letter and resume to:

Brianna Macleod – Volunteer Program Coordinator

Brianna.macleod@cjhs.ca

The Calgary John Howard Society thanks all applicants; however, only those considered for an interview will be contacted.