



Outreach and Event Planning Assistant

The Welcome Centre hosts various events and promotional activities annually. The Outreach and Event Planning Assistant helps to prepare the materials for workshops, set-up and tear down event areas as well as help with the circulation of flyers and brochures that promote the events and activities. This position will closely support the Welcome Centre Manager and Community Liaison to coordinate and organize ongoing projects and outreach activities.

Volunteer Duties and Responsibilities

Volunteers are to:

- Assist Welcome Centre staff with preparing promotional materials and packages
- Assist Welcome Centre staff with the promotion and distribution of marketing materials at on and off site community events
- Assist in identifying and making connections with local organizations and agencies
- Ensure all communication materials are organized, available and easily accessible
- Assist with planning, developing and implementing outreach activities and special projects
- Assist with set-up and tear down of the event area

Qualifications

- Excellent customer service skills and proficiency in speaking and understanding English
- Strong understanding of community engagement principles and event planning skills
- Welcoming and warm demeanour that creates an inclusive and safe environment

- Knowledge of relevant and appropriate services that support newcomers and immigrants to settle and adjust to life in a new country
- Ability to work sensitively with culturally diverse populations, possess an understanding of issues, concerns and barriers facing newcomers
- Demonstrate interpersonal communication and computer proficiency with MS Office
- Well-groomed appearance and appropriate business casual clothing