



## JOB POSTING (External)

### **SPECIAL EVENTS ORGANIZER - FULL TIME Contract to July 22, 2022**

The Canadian Centre for Victims of Torture (CCVT) is looking for a student candidate to fill the position of a Special Events Organizer. The position is part of a flexible and multi-disciplinary team who are within the Community Engagement Program. The successful candidate will be working virtually.

**Summary:** The Canadian Centre for Victims of Torture (CCVT) is looking for a dynamic Special Events Organizer to increase community engagement, awareness and outreach. As the Special Events Organizer, you are responsible for assisting the Community Engagement Team in developing events for the CCVT, from scheduling, Eventbrite registration and follow-up, etc. As well, you will be assisting with CCVT's social media monitoring.

#### **Specific responsibilities include:**

- Provide administrative assistance and clerical duties and other activities to support the Community Engagement team
- Assist with data entry on volunteer program: BetterImpact
- Assist with volunteer follow-up calls regarding their applications and report feedback to community engagement team
- Assist with CCVT social media activities and inputs
- Assist in the development of CCVT outreach flyers
- Assist Community Engagement staff in organizing virtual events
- Assist with data entry (files, forms and other documentation)
- Perform other administrative and clerical duties as assigned

#### **Required Qualifications:**

- Is legally entitled to work in Canada
- Strong organizational skills
- Personal or professional ongoing writing, related education or job experience
- Strong written communication
- Self-driven learner (investigates new digital media technologies)
- Able to juggle multiple projects while meeting demanding deadlines, producing high-quality work
- Is flexible, able to work within a team and independently

#### **Compensation: \$15.00/hour**

#### **How to apply:**

Please submit your covering letter and resume by May 18th at 5:00 p.m via email to Huda Bukhari, Community Engagement/Settlement Manager at [hbukhari@ccvt.org](mailto:hbukhari@ccvt.org). Please note CCVT operates in a unionized environment, though the position is not unionized. Thank you to all applicants for applying. Please note that only candidates selected for an interview will be contacted. **No telephone inquiries please.**

*The Canadian Centre for Victims of Torture is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during any stage of the recruitment process, please notify us and we will ensure the necessary steps are taken to accommodate your needs.*

*It is a condition of employment that new employees provide proof that they are vaccinated against COVID-19 prior to the start date of employment. This means that all new employees must have received at least two doses of a COVID-19 vaccine approved by Health Canada prior to their start date. In addition, it is a condition of employment that all new hires obtain and submit proof of all required doses of the vaccine and maintain all booster vaccines as approved and recommended by Health Canada. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code, for not being fully vaccinated against COVID-19 may provide such documentation to the Human Resources department. Such situations will be considered on a case-by-case basis in compliance with the Canadian Centre for Victims of Torture's legal obligations. No telephone inquiries please.*

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