



CANADIAN CENTRE FOR VICTIMS OF TORTURE

Employer: Canadian Centre for Victims of Torture (CCVT)
Job Region: Greater Toronto Area
Job Title: Special Events Organizer
Job Terms: Full-time, 35 hrs/wk for 8 weeks, Non Union contract
Pay: \$16.55
Work Location: Mondays-Thursdays Downtown Office, Fridays virtual

Summary:

CCVT is a community-based organization that helps victims of torture, war, genocide and crimes against humanity. We provide treatment, tools and support that allow refugees to heal from trauma and become active community members.

The Canadian Centre for Victims of Torture (CCVT) is looking for a dynamic Special Events Organizer to be able to leverage social media content to increase community engagement and awareness.

As the Special Events Organizer, you are responsible for assisting in all CCVT summer/fall events.

Responsibilities:

- Provide administrative assistance and clerical duties and other activities to support the Community Engagement team
- Assisting with data entry on volunteer program: Better Impact
- 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, in-person events including but not limited to: connecting with various stakeholders, setting up at venues, ordering food/refreshments, serving food for guests, set up and wind up of events
- Assist with data entry (files, forms and other documentation)
- Performing other administrative and clerical duties as assigned

Main 194 Jarvis St, 2nd Fl., Toronto, ON, Canada M5B 2B7 T: 416.363.1066 F: 416.363.2122 E: mabai@ccvt.org Toll Free: 1.877.292.2288

Scarborough 2401 Eglinton Ave. E., 3rd Fl., Unit 310, Scarborough, ON, Canada M1K 2N8 T: 416.750.3045 F: 416.750.4990

The Hub 1527 Victoria Park Avenue 2nd Fl., Toronto, ON, Canada M1L 2T3 T: 416.750.9600 F: 416.750.9200

Mississauga Office 130 Dundas St. East, #204, Mississauga, Ontario, Canada L5A 3V8 T:905-277-2288 F:905-277-8083

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WWW.CCVT.ORG Charity No: 133327908 RR0001





Qualifications:

- Is a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work according to the relevant/provincial/territorial legislation and regulations
- Strong organizational skills
- Personal or professional ongoing writing, related education or job experience
- Strong verbal and written communication in English
- Second language associated with our client group is an asset
- Self-driven learner (investigates new digital media technologies)
- Has experience in organization events, connecting with various stakeholders and community partners
- Able to juggle multiple projects while meeting demanding deadlines, producing high-quality work, and projecting a positive attitude

Vulnerable sector police check will be part of hiring process.
This position is not open to international students.

Deadline: Mon May 6 at 4pm

Resumes & Cover letters should be emailed to:
smohammad@ccvt.org

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