



Position: Event Planner and Program Coordinator, Volunteer Board Position

What's in it for you: This is an opportunity for you to develop event planning, management, and leadership skills. You will help to raise awareness in stuttering and make a difference in the lives of people who struggle with stuttering by connecting others through meaningful events and developing much needed programs.

Purpose: As a volunteer board member on the CSA Board of Directors and reporting to the National Coordinator, the Event Planner and Program Coordinator will plan, coordinate, and execute various events and programs for CSA, aiding the organization's mission of providing support to Canadians who stutter and their families by raising much needed funds.

Key Responsibilities:

- Conduct market research to identify the needs of Canadians who stutter and determine the satisfaction levels of offered programs and services
- Liaise with the Board of Directors and propose ideas to improve event and program quality for CSA members
- Establish the scope of events and programs the CSA will offer throughout the year including the organization of the annual conference
- Oversee each phase of events and programs to ensure it all runs smoothly by establishing standardized procedures, training volunteers, and facilitating logistics, and chairing the committee meetings of the CSA annual conference and of other major events

Skills: We are looking for someone who is passionate about CSA's mission of supporting Canadians with stutters and their families. We are looking for someone with excellent communication, organizational, and problem-solving skills. This individual will have high attention to detail and a proven ability to manage multiple projects independently.

Experience: Previous experience with event management is preferred. Backgrounds in business/marketing, hospitality, and/or non-profit work would be an asset.

Time Commitment: 2-4 hrs/month; flexible hours

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