EVENTS COORDINATOR

Please submit your application by dropping it off at our office in Macdonald Hall, Room 104 (in the lower level, go down the hall between the lockers and the lounge, and it’s on your left). APPLICATIONS ARE DUE FRIDAY OCTOBER 2ND, 2015 at NOON.

The events coordinator will manage a budget and plan at least two events for the pro bono program: a community-building event for students in first term, and a final appreciation event for all stakeholders in second term. The events coordinator will work closely with the fundraising and publicity coordinators and his or her duties may include the following:

- Planning an event for PBSC volunteers in first term, designed to create a sense of community within the pro bono program
- Planning a final appreciation event that will appeal to all PBSC stakeholders (including lawyers and organization supervisors)
- Co-ordinate the annual “Flip Your Wig” fundraising campaign, raising awareness for the access to justice gap
- Working with the Publicity Coordinator to advertise pro bono events
- Inviting stakeholders to pro bono events
- Coordinating with venues and budgeting

If you are interested in this position, please submit your cover letter to us by the deadline date noted above. Please note the position you are applying for and tell us why you are interested and what relevant skills and experiences you can bring to the pro bono executive. We look forward to hearing from you!
PUBLICITY COORDINATOR

Please submit your application by dropping it off at our office in Macdonald Hall, Room 104 (in the lower level, go down the hall between the lockers and the lounge, and it’s on your left). APPLICATIONS ARE DUE FRIDAY OCTOBER 2ND, 2015 at NOON.

The publicity coordinator will promote the pro bono brand in Kingston and on campus. The publicity coordinator will work closely with the fundraising and events coordinators and his or her duties may include the following:

- Working with the Events Coordinator to advertise pro bono events
- Creating digital and hard copy posters to use as advertisements for pro bono events
- Creating digital invitations to use when inviting stakeholders to pro bono events
- Updating the pro bono Facebook and Twitter pages (with messages about access to justice)
- Updating the pro bono bulletin board with relevant material
- Arranging appropriate media coverage for certain pro bono events
- Writing blog posts about pro bono projects and posting them to the Facebook page

If you are interested in this position, please submit your cover letter to us by the deadline date noted above. Please note the position you are applying for and tell us why you are interested and what relevant skills and experiences you can bring to the pro bono executive. We look forward to hearing from you!