



## Women Across Differences Placement Description

**WAD is looking for two people to fill this placement. This is an unpaid position, however we would be happy to provide a reference, or provide an internship position to support students.**

Position Title: Event planner

Purpose: Each year WAD organizes a graduation ceremony and various fundraising events. The event planner will support staff and WAD members to plan these events.

Key Responsibilities:

- Identify new and creative ideas for events
- Coordinate program, venues, speakers etc
- Invite guests
- Find businesses willing to sponsor events

Time Commitment: Hours will vary.

Skills Needed: No experience necessary, although previous experience planning events is considered an asset.

If you are interested in this position, please fill out an application form or call the WAD office at 227-3974.