

Overall Purpose: *Power To Be* is a local non-profit organization that empowers people living with disabilities or barriers to explore their limitless abilities through inclusive adventures rooted in nature. The Advancement team collectively works to further the impact and objectives of the organization through fundraising events and initiatives.

Event revenue is crucial to supporting our mission. On May 26-28th 2023, *Power To Be* will be hosting "Power To Summit" a virtual expedition event up Mt. Logan, pushing team's limits to fundraise, climb and work together all in the support of Power To Be. We are looking for an organized individual with an interest in events to help with some overarching administrative support for the teams participating in this Power To Summit event.

SPECIFIC ROLE RESPONSIBILITIES:

Administration

- Support with racer registration, data entry, and tracking
- E-mail communication to teams with event updates, paperwork follow up, and general stewardship
- Event Social Media engagement and tracking
- Post event Stewardship

In Person Event Support (Optional)

- Racer Kit assembling
- Supporting setup/take down and facilitation of Pre-Event Kick Off Celebration BBQ

People

- Be in regular communication with direct supervisor; assist other staff with their responsibilities as needed.
- Use discretion and be professional while handling confidential information.
- Contribute to a positive and dynamic working culture congruent with Power To Be's values.
- Adhere to all Power To Be policies and guidelines, and applicable legislation as they relate to staff and volunteer practices.

Performs other related duties as interested

Role Requirements:

The successful candidate will...

- Be available to support the event starting in March through to June 2023, including the event weekend of May 26-28th.
- Be personable, organized, and professional
- Be a strong communicator, friendly, and a team player who is aligned to *Power To Be's* mission and values.
- Be familiar with the Microsoft Office suite, specifically Outlook, Word, Sharepoint, and Excel

As per the Ministry of Justice requirements for organizations that work with vulnerable populations, A Criminal Record Check (CRC) and Criminal Record Review Act Check (CRRRA) will be required.

Terms of Volunteer Placement:

Location: Virtual with possible in-person opportunities in Victoria

Length of Term & Hours: March-June 2023, 2-4 hours per week, with some additional hours as needed closer to the event. Days and specific length of hours are flexible and to be worked out with candidate. Volunteer must be available during the event weekend May 26th-28th.

To Apply: Complete our application form and upload your resume [here](#) (*Please select "Event Administrative Volunteer" under Volunteer Opportunities).