

MPAC Event Coordinator

Overview

This is a Volunteer position working closely with our MPAC Fundraising Team to help organize 2 or 3 functions throughout the year.

Responsibilities

Plan, organize and implement events;
Submit budget for events to Fundraising lead;
Recruit volunteers for and manage the volunteer teams;
Communicate to MPAC Executive team (in person or via Fundraiser lead);

Requirements

Strong communication skills.
Extremely organized.
Event planning experience would be a great asset, but not required.

Contact

If you are interested in this volunteer position, please contact Ranza Cramer at fundraising@montroyalpac.com