

**POSTING DATE: SEPTEMBER 9, 2016**

**Volunteer Positions Open on the East Coast Charity Ball 2017 Organizing Committee**

Positions currently open: Project Coordinator and Talent/Vendor Coordinator (descriptions on next page)

*Active October 2016 May 2017, must attend biweekly meetings until December, weekly meetings January on-wards*

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APPLICATION GUIDELINES: Must be located in GTA and available to meet in person biweekly (October early December) and weekly (January late April), in downtown Toronto.

Deadline: **Wednesday, September 21st 11:59PM EST** Application to be submitted to [charityball@eastcoastconnected.ca](mailto:charityball@eastcoastconnected.ca).

Please include the following:

- Resume
- Answers to the following three questions in email body (short is sweet!):
  1. Tell us your East Coast connection story. Born there? Went to school there? Fell in love there?
  2. What was the best event you have attended and what made it memorable? What would you improve?
  3. If you could spend one day on the East Coast, where would it be, and what would you do?

If you have any questions about these positions, please reach out to Kaleigh MacMaster, ECC Director of Events ([kaleighm@eastcoastconnected.ca](mailto:kaleighm@eastcoastconnected.ca)), or connect with Kaleigh on [LinkedIn](#)

## **Project Coordinator**

*Seeking a detail oriented and enthusiastic team player with project management or coordination experience, who loves checking off to-do lists as much as they love the East Coast!*

The project coordinator will be responsible for coordinating timing of committee meetings and recording action items and notes. The project coordinator will also help shape key milestones, and ensure deliverables and deadlines are being met by the team. Day-of event responsibilities will include run sheets and day-of logistics with the Volunteer Coordinator.

Weekly commitment 1 to 2 hours, with increased hours closer to the event date in April 2017.

## **Talent/Vendor Coordinator**

*Seeking charismatic negotiator who can maintain positive partner relationships, with a sharp eye for detail and a zest for payment follow-ups!*

The talent/vendor coordinator will be responsible for research into and bookings of keynote speaker, entertainment, food vendors, and other external partners for the East Coast Charity Ball. Other responsibilities include invoicing and assistance with budget tracking therefore some level of bookkeeping experience would be an asset.

Weekly commitment 1 to 2 hours, with increased hours closer to the event date in April 2017.

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*Future applications to open in November, active January-May 2017:*

- *Volunteer Coordinator*
- *Silent/Live Auction Coordinator*

## About East Coast Connected

Since 2007, East Coast Connected (ECC) has been a forum for discussion, dialogue, and networking for people who have left the East Coast and are now living in Toronto. ECC believes that Atlantic Canadians who have moved away are still, at heart, Atlantic Canadians. ECC's mission is to connect East Coast expats in order to build relationships, network, innovate, and give back to the Atlantic Canadian region.

The East Coast Charity Ball is East Coast Connected's flagship fundraising event. Traditionally held in the spring, the East Coast Charity Ball this year will take place in April 2017. The East Coast Charity Ball is partnered with the IWK Foundation in Halifax, a champion of excellence in women's and children's health and medicine. Funds raised by ECC will contribute to the IWK's urgent priority fund, which supports advanced technology, research, improved facilities and up-to-date equipment at the IWK Health Centre. Learn more about this worthy organization at [iwkfoundation.org](http://iwkfoundation.org).

[www.eastcoastconnected.ca](http://www.eastcoastconnected.ca)