



Volunteer Opportunity: True Vision Ghana Events Manager

April 2013

True Vision Ghana (TVG) is a non-profit organization working to promote the realization of rights of underprivileged children impacted by HIV/AIDS. We hope to reduce the impact and stigma of HIV/AIDS in Ghana and to support those impacted by HIV/AIDS to live in dignity with equal access to resources and treatment. In Ghana, TVG helps to reduce the impact of HIV/AIDS through community capacity-building including treatment, prevention, education, and the economic empowerment of youth and caregivers in Northern Ghana. In Canada, TVG is a volunteer-run organization that works to raise money to support True Vision Ghana to achieve their mission and vision.

We have opportunities for you to support this important work connecting local initiatives to global issues! In Canada, True Vision Ghana is currently looking for an **Events Manager** to work closely with our team to organize local events that raise awareness and funds for TVG's work in Ghana.

Qualifications:

- Experience in event planning and management.
- Excellent organizational and project management skills.
- Ability to work independently and as part of a volunteer team.
- An interest in, commitment to, and passion for the shared goals and vision of TVG Canada and the TVG field team in Ghana.
- An understanding of, and ability to communicate, issues related to HIV/AIDS.

Deliverables:

- Plan 1 large and 3 – 4 small annual fundraisers to help build awareness of TVG in the community.
- Liaise with other TVG volunteers to ensure communications, advertising/marketing, and volunteer recruitment are all in place before an event.
- Collaboratively set and meet targets for number of attendees and funds raised.
- Find sponsors and other donations as needed to keep event costs as low as possible.

Time Commitment:

Minimum 2 hours per week with a commitment to stay in the role for one year. Hours will fluctuate based on the size and timing of events and, in the lead-up to events, hours will likely be significantly higher than 2 hours per week.

Accountability:

The TVG Events Manager will report to the Canadian Director, Evelyn Tanaka, to ensure that the events fit with TVG's budget, mission, and mandate.

Benefits & Recognition:

- You will have the opportunity to develop your event planning skills, share your perspectives and passion for HIV/AIDS prevention, and engage Canadians in valuable conversations on this important global issue
- You will meet volunteers and community members who share your passion for HIV/AIDS prevention.
- You will be credited as TVG's Event Manager and, after 4 months, TVG board members can, upon request, provide a letter of recommendation and serve as a reference if appropriate

Contact:

If interested, please submit a short (250 word) statement of interest as well as a short description of your qualifications to the TVG Canada Board of Directors at canada@truevisionghana.org. Please contact the board if you have any questions.