



## Events and Special Projects Intern

The BC Civil Liberties Association (BCCLA) is seeking **three individuals** to work with the association as **Events and Special Projects Interns** for a four month term from **February 15, 2013- June 15, 2013**.

The BCCLA is one of Canada's leading social and democratic justice not-for-profit organizations. With a mandate that includes work on police accountability, government transparency, voting rights, prisoners' rights, national security issues and women's rights, we are one of the most vibrant and visible advocacy groups in Canada.

We are a small but agile organization and each employee wears many hats, as do our internship participants. Because of this, we are looking for an energetic, creative individual who can easily adapt to the dynamic environment that is the BCCLA. The events and special projects intern supports a variety of initiatives including events and community outreach. Proven experience in event coordination, fundraising and sponsorship seeking, implementing community outreach strategies, and building relationships with individual and institutional supporters are strong assets for this position.

The successful candidate will be able to make valuable connections with key people in Vancouver's non-profit, human rights, and legal community, and acquire 'real-life' experience in events planning and community outreach.

Candidates must have a strong interest in community outreach and event planning and must be willing to commit a minimum of 8 hours a week for at least four months during regular office hours (Monday-Friday, 9:00-5:00 pm). Occasional nights and weekends are required.

### Responsibilities include, but are not limited to:

- Supporting the planning, coordinating and executing of the BCCLA's 2013 Liberty Awards fundraising event
- Supporting sponsorship recruitment strategies
- Supporting promotional strategies, including mailouts
- Day-of event support including registration, A/V support, speaker management, set-up and breakdown
- Interns may work on additional tasks utilizing their specific skill sets or areas of expertise and interest

### Recommended knowledge, skills, and abilities include:

- Experience in event planning and community outreach
- Strong communication and writing skills
- Creative problem solver
- Self-motivated, able to work independently on assigned tasks
- Proficient in Microsoft Office, working knowledge of social media technologies
- Interest in supporting and promoting human rights and civil liberties in Canada
- Able to commit to a minimum of 8 hours per week for at least four months

To apply, please send your cover letter and resume to [Charlotte@bccla.org](mailto:Charlotte@bccla.org)

Deadline is January 31, 2013

Applications will be evaluated on a rolling basis.

We thank all applicants for their expression of interest. Only those selected for an interview will be contacted.