



Education Event Assistant - Ottawa Chapter

Role Description:

The Assistant works collaboratively with the Director of Education Outreach and workshop facilitators and presenters to ensure the smooth running of in-person events.

Key Responsibilities:

- Staffing sign-in table, ensuring adequate sign-in sheets, pens, display materials (DWDC brochures and flyers).
- Monitoring the donation jar and transferring to event presenter(s).
- Purchasing refreshments, bringing to event, setting up refreshment table and take down.
- Keeping receipts of purchases and submitting for reimbursement.
- Assisting with room set-up and take-down, if required.
- Staffing tradeshow/wellness fair DWDC display table.

Skills and experience:

- Good organizational and communication skills.
- Enjoys meeting people.
- Supports the mission and priorities of DWDC.
- Able to answer general questions related to materials on display.

Time and Travel Requirements:

- Occasional, no more than one event per month (maximum of 3 hours each); travel to the venue.

Screening Requirements:

[Registration](#) in Better Impact, interviews, reference checks, criminal record check.