

**Title: Sponsorship Coordinator**

**Description:** This position will be responsible for seeking out opportunities for our Fair Trade Pavilion's (at EPIC) sponsorship and prizes, including a grand prize that will be used for the raffle draw. The Fair Trade Pavilion will be situated within the EPIC Sustainable Living Expo taking place from May 11<sup>th</sup> to 13<sup>th</sup>, 2012.

**Tasks:**

- Coordinate with the EPIC Team to complete the sponsorship package
- Procuring prizes for the event

**Benefits:** Gain valuable experience in a well-established, growing organization. Learn about Fair Trade and work with individuals who have experience locally, nationally, and internationally. Network and be exposed to other opportunities within the international development community. Gain experience in sponsorship activities at a nonprofit level and be involved in one of the biggest Sustainable Living events of the year.

**Commitment:** We are looking for a minimum of 5 months (until the end of EPIC on May 13<sup>th</sup>) The volunteer will meet with the EPIC team once every two weeks initially and then every week closer to the event. This means at a minimum 2 hours a week. Other than that work can be done from wherever the volunteer finds convenient.

**Location:** The Fair Trade Vancouver office will be used for meetings with the EPIC Team and is available for any other meetings with the position lead.

**Skills Required:**

- Candidate must have experience using a twitter account.
- Previous digital media work or volunteer experience, specifically with twitter, is an asset. However, as long as the candidate is willing to do the research, we are happy to take on one with less experience but a passion to grow.
- Strong writing skills are an asset
- Candidate must be willing to learn about Fair Trade and/or have a passion for it.