



## **EVENTS ASSISTANT COORDINATOR (Volunteer Position)**

### Description

One of the Association's main projects in the winter of 2021 is the organization of three community networking days (one per county). Museums and heritage sites from the area will be invited to present their institutions and their needs to community groups and organizations (and vice versa). The goals are to create a better knowledge and understanding of the communities along with developing new partnerships and interest in the field.

The Events Assistant Coordinator will help the Executive Director in planning, animating and administering these networking days. That includes identifying and reaching out to participants, venues selection and set-up, gathering information documents and analyzing the events along with their outcomes.

### Place and Hours of Work

Because of the nature of the tasks attached to the position, some of the work hours can be done from home or during the evenings and weekends. Meetings with the CMA-PEI Executive Director will take place at our office on St. Peter's Road (Sherwood Business Centre).

### Criteria

Strong Communications Skills  
Ability to Prioritize & Summarize Information  
Excellent English -- Knowledge of French an Asset  
Access to Own Transportation

### Starting Date

November 2, 2020

### Some Info on Us

Created in 1983, the Community Museums Association of Prince Edward Island (CMAPEI) is a not-for-profit organization whose vision is to contribute to the enhancement, promotion and protection of Prince Edward Island's heritage through leadership in training, innovation and empowerment. The Association conducts workshops, seminars and study tours; liaises with museums, government, other agencies and the public; develops and manages a museum resource centre; initiates special projects; adjudicates special grants to community museums, and undertakes a number of special initiatives with the Island museum community. [More at: [www.museumspei.ca](http://www.museumspei.ca)]

**Send your introduction letter and resume to:**

[info@museumspei.ca](mailto:info@museumspei.ca)

**Deadline: October 25, 2020**