



info@migrainecanada.org

Leader: Event Planning

Leader positions require the ability to independently move a project forward and a commitment of 6 to 12 months. An initial evaluation of the collaboration will take place 4-8 weeks after the initiation of the work.

Migraine Canada is looking for a talented, passionate and enthusiastic volunteer to organize our future events, which may include:

- Seminars given by health care providers to the public (50-150 attendees)
- Forums led by patients, health care providers and advocates to raise awareness, educate and provide support to those affected by migraine (20-40 attendees)
- Corporate events to raise awareness in the workplace (10-40 attendees)
- Movie screenings of the documentary «Out of my Head»
- Potential for bigger outdoor events like Miles for Migraine

Key Roles and Responsibilities

- Planning and coordinating Migraine Canada events from concept to completion. Tasks may include concept creation, destination research, site selection, volunteer management, and budget creation and tracking.
- Develop media materials, announcements, photo opportunities and social media marketing for the events with the assistance of other volunteers, as required

Skills and Qualifications

- A post-secondary diploma or degree in a related field (marketing, public relations, event planning) is preferred
- Experience in event planning
- Excellent time management, organizational and project management skills
- Team collaboration skills and also autonomy

Please fill our [online registration form](#) and send your cover letter and resume to Dr Elizabeth Leroux, Migraine Canada's Chair, at migrainecanada@gmail.com.

About Migraine Canada

Migraine Canada is a national non-profit organization. Migraine Canada's mission is to improve the lives of Canadians with migraines and other headache disorders through awareness, support, education, advocacy and research.

To learn more about help and support please visit MigraineCanada.org