

# Volunteer Position Description

## **Position Title: Public Information Meeting Facilitator**

**Purpose:** To organize and facilitate this guest speaker series with meetings every other month.

### **Responsibilities:**

- Identify potential topics and speakers
- Recruit speakers and act as liaison
- Organize meetings
- Facilitate panels
- Promote upcoming meetings

### **Time Commitment:**

Length of Commitment: 1 year

Estimated Hours: 5 hours/week

**Work Site:** Epilepsy Ottawa office and offsite as needed for social activities.

### **Qualifications Sought:**

- Experience doing research, facilitating group, moderating panels.
- Excellent interpersonal and people skills.
- Friendly and professional demeanour.
- Strong organizational skills.
- Ability to work independently and achieve set objectives within a designated timeline.
- Bilingualism an asset.

**Benefits:** The opportunity to support people with epilepsy