

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