



The Canadian Civil Liberties Association is looking for dynamic, motivated volunteers with an interest in civil liberties and human rights to help support our administrative and development staff. We are currently looking to fill the following positions in our downtown Toronto office:

Administrative/development volunteers (1 or 2 openings)

The CCLA administrative and development team is a small but very dynamic team. We are looking for individuals to work closely with the administrative coordinator.

- Available for 4-10 hours per week, preferably the same day(s)/time(s) each week
- **Duties:** Donor correspondence, donor and fundraising research, sending out mailings, organizing files and working on small administrative tasks
- **Requirements:** attention to detail, a pleasant telephone manner, and ability to pick up new tasks with ease
- **Assets:** Previous receptionist and clerical experience, knowledge of Microsoft Word & Excel, bilingual (French/English)
- **Start date:** February 2012, for a minimum of 3 months

Please note: We are looking for people enthusiastic about interacting with the public on behalf of CCLA, and who will be comfortable answering and managing phones.

Gala Event Volunteer (1 opening)

The Canadian Civil Liberties Association is organizing its second annual gala on June 20 2012. The gala event volunteer assists the Director of Communications & Fundraising in all aspects of event planning

- Available for 4-10 hours per week (or more), preferably the same day(s)/time(s) each week
- **Duties:** sponsorship, coordination, correspondence, planning, marketing and publicity.
- **Requirements:** attention to detail, a pleasant telephone manner, ability to multi-task, experience in coordinating complex projects, ability to work under pressure
- **Assets:** Previous event planning experience, bilingual (French/English)
- **Start date:** February – July 2012

If you are interested in being considered for a volunteer position, please email Penelope Chester, Director of Communications and Fundraising, (pchester@ccla.org) with the following information:

- Attach your CV or resume (word or PDF format)
- In your cover letter, please include:
 - your potential availability (how many hours per week and which days of the week),
 - when you would be available to have a short in-person interview, and
 - why you would like to volunteer at CCLA

Feel free to call Penelope for more information: 416-363-0321 ex. 225

We look forward to hearing from you!