



# VOLUNTEER, EVENTS

DIGITAL ALBERTA

*March 22, 2021 · Alberta (Remote)*

## **Opportunity**

Digital Alberta is looking for a volunteer(s) who has a passion for events management to help develop and execute its outreach plan and local events presence. You will be working alongside members of Alberta's technology, gaming, marketing, and start-up industries, with the chance to gain connections and experience as you navigate your career in digital.

## **Roles**

Working with the Digital Alberta Communications Committee, while collaborating with the Ember Awards and Sustainability Committees, the volunteer will help create and promote events for Alberta's digital community, including webinars, social meetups, town halls, and other networking events. The volunteer will also support the programming and execution of Digital Alberta's annual Ember Awards show.

## **Skills & Knowledge**

- Great organizational skills and attention to detail
- Ability to communicate and work collaboratively
- Creative and able to work with limited resources
- Good problem-solving skills
- Flexible, target-driven, and proactive
- Self-motivating and enthusiastic
- Sales and marketing skills

## **Application Process**

Fill out the form with a brief explanation on why you'd like to volunteer for Digital Alberta, and which role(s) you would be interested in taking on.

We understand you're busy with school or work, which is why this is a very flexible opportunity.