



Jamaican Canadian  
Association of Nurses

**Volunteer Role**  
**EVENTS ASSISTANT**

**Jamaican Canadian Association of Nurses (JCAN)** is a registered charity that is committed to improving healthcare in impoverished communities in Canada and Jamaica. At past charity fundraising events JCAN has endowed nursing students experiencing financial hardship with a scholarship towards their tuition and provided recognition including monetary assistance to other registered charities in Canada with similar mandate “to meet the needs of marginalized individuals in the community.” Additionally, JCAN has donated much-needed state-of the-art-medical equipment to under-funded hospitals in Jamaica.

**Role Purpose**

To assist with the planning and coordination of JCAN’s annual fundraising events. The Events Assistant will work closely with the Founding President, Project Manager and the LTC, Programs & Fundraising Committee.

**Key Responsibilities**

- To assist with the planning, implementation, and coordination of all JCAN’S calendar fundraising events.
- To assist with event location set-up and logistics.
- To be a runner for charity events.
- To assist with creating event scripts and programmes.

**Abilities and Skills**

Knowledge of JCAN’s Constitution and Bylaws  
Excellent communication and team skills  
Philanthropic, creative thinker, flexible

**Assets**

Knowledge of JCAN activities and background in healthcare