

**Organization Contact:**

Program Coordinators: Angelica McManus & Anjali Kupchand

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**Overview:**

Pro Bono Students Canada (PBSC) is on a mission to provide free legal support to people and communities facing barriers to justice. Our work and partnerships are guided by our three core values: dignity, equity and humility. PBSC recruits, trains and matches law student volunteers with organizations working on the frontlines of Canada's access to justice crisis, including community organizations, firms, courts and tribunals. All student volunteers work under the supervision of qualified lawyers.

In furtherance of its mission, PBSC recruits volunteers that form part of a governing Executive Committee at each Chapter. All members of the Executive Committee are accountable to the Program Coordinators.

**About Western PBSC:**

Western PBSC was founded in 1998 by the Faculty of Law. In recent years, we have had 50-70 student law students volunteer with us annually. We partner with 20-30 organizations each year to provide a variety of legal information or education projects. As of May 2019, more than 300 organizations have been involved in PBSC's Western Chapter. The Western PBSC chapter is supported by our one-site supervisor Kimberly Gagan, and the PBSC National Office.

**Position Description:**

The Events Coordinator is a volunteer that supports the Program Coordinators to develop and host PBSC events. They are responsible for working with the Program Coordinators and Executive Committee to facilitate the effective and impactful delivery of various events. This role will include the development and maintenance of a 2025-2026 events

calendar and will involve the development, promotion and delivery of events. Our PBSC Chapter will have a variety of different types of events including professional development for PBSC volunteers and volunteer appreciation events. There is also room to create new events.

### **Roles and Responsibilities:**

- Organize events on behalf of PBSC at Western under the direction and supervision of the Program Coordinators.
  - confirming the dates and times of events, booking the venue, ordering catering, inviting guests, confirming guest speakers, preparing thank you gifts, decorating the venue, booking the A/V equipment,
- Build a 2025-2026 events calendar and update it with any new events or changes. The event calendar must include plans for both online and in-person versions of events.
- Take initiative to plan volunteer events that will promote PBSC, engage volunteers and foster a sense of community.
- responsible for any necessary communication with vendors
- Work in collaboration with the Communications Coordinator to promote events.
- Maintain a detailed and accurate budget and submit reimbursement forms when necessary.
- Ensure that events do not conflict with students schedules or other events.
- Organize catering, venues, honorariums/gifts, guest invites, speaker travel and accommodation when necessary.
- Ensure that funders are appropriately recognized at each event.
- Attend bi-weekly Western PBSC Executive Meetings.

### **Anticipated Time Commitment**

- Summer: 3-5 hours a week
- School year: 3-5 hours a week, with the exception of December and April. Students will not be expected to work on PBSC initiatives during exam months.