



Position Title: Event Organizer – Cancer Awareness Day (February 2026) (Volunteer)

Organization: Alliance for CancerCare Equity (ACCE)

Location: Local (in-person events in Kitcher-Waterloo, Canada)

Time Commitment: 5–6 hours/week (flexible; more during event period)

Start Date: Immediate / Ongoing Recruitment

Duration: 6-8 Months (flexible)

Job Summary

Alliance for CancerCare Equity (ACCE) is seeking a passionate and organized Event Organizer to lead the planning and execution of our Cancer Awareness Day in February 2026. This impactful event aims to educate the public, cancer patients, caregivers, and families about cancer prevention, treatment options, life after diagnosis, and survivorship. The ideal candidate will coordinate logistics, engage stakeholders, manage timelines, and ensure the event delivers meaningful education and community support aligned with ACCE's mission of equitable cancer care.

Key Responsibilities

- Plan, organize, and execute impactful community event (virtual, hybrid, in-person on event day)
- Coordinate logistics including venue booking, permits, scheduling, and vendor relationships
- Lead volunteer teams and assign roles for event-day execution
- Partner with local businesses, schools, churches, or community groups for sponsorship or participation
- Promote events through social media, email, posters, and local media
- Develop event timelines, budgets, and materials in collaboration with ACCE staff
- Ensure each event delivers on both awareness and fundraising goals
- Gather feedback and assess event impact post-implementation

Required Skills & Qualities

- Strong planning, organization, and time management skills
- Confident communicator with leadership abilities
- Comfortable coordinating people and managing moving parts
- Ability to work independently while collaborating with a team
- Creative and adaptable, especially under changing conditions
- Passion for community engagement and social impact
- Previous experience in event planning, project coordination, or community organizing is a bonus (but not required)



Skills and Experience You'll Gain for Career Development

- Event planning and execution from concept to completion
- Leadership and team coordination experience
- Partnership-building and community outreach skills
- Experience with logistics, budgeting, and promotion
- Public speaking and stakeholder engagement
- Strong references and leadership recognition on ACCE's platforms
- Real-world portfolio of successful community events
- Confidence in mobilizing people and resources for a meaningful cause

Why Volunteer With ACCE?

- Be the face behind impactful community events that educate and save lives
- Gain valuable leadership and event planning experience for your career or personal growth
- Work with a supportive, mission-driven team focused on health equity
- Enjoy creative freedom and ownership over your projects
- Help bring hope, healing, and support to cancer patients in Ghana and Canada

Ready to make a difference through action? Help us organize events that change lives.

Application Instructions

To apply, please send the following documents to: **volunteer@allianceforcancercareequity.ca**

- A resume
- A cover letter. The cover letter should contain a short paragraph on why you care about the mission of ACCE and a short statement of interest
- Any relevant experience (if a student, class projects are fine).
- Links to any social/creative work (if a student, class projects are fine).