



Biomass North Development Centre

Volunteers Needed for Event in Thunder Bay

October 16-18, 2018

Six Volunteer Positions Available

The Biomass North Development Centre is seeking volunteers to assist with a two-day event (three days of volunteering) to be held in Thunder Bay, Ontario.

Event: Biomass North Forum 2018
Mapping Canada's Bioeconomy: Drivers, Roadblocks and Bridges

When: October 16-18, 2018

Where: Valhalla Inn Hotel - 1 Valhalla Inn Rd
Thunder Bay, Ontario P7E 6J1

Website: <http://bndc2018.biomassnorth.org/>

We require **volunteers** to assist with key components of this event – to tend and monitor the registration booth, and to assist with digital presentations and AV equipment.

Transportation to/from the venue will be the responsibility of the volunteer. Meals and refreshments will be provided.

Volunteer #1: Registration Assistant – 3 available

Key Responsibilities:	Qualifications:	Dates/Times Required:
<ul style="list-style-type: none">• Tend the registration booth at the event – registration, distribute event materials, accept payments, direct participants, etc.• Assist with set-up and clean-up• Other duties as assigned	<ul style="list-style-type: none">• Excellent communication skills• Excellent organizational skills• Comfortable handling money	October 16: 3:00pm to 10:00pm October 17: 7:30am to 4:30pm October 18: 7:30am to 4:30pm

Volunteer #2: Technology Assistant – 3 available

Key Responsibilities:	Qualifications:	Dates/Times Required:
<ul style="list-style-type: none">• Control presentations and audio-visual during the event – upload speaker presentations, control volume levels, change slides (where needed), etc.• Assist with set-up and clean-up• Other duties as assigned	<ul style="list-style-type: none">• Experience with operating presentation software (eg. PowerPoint)• Some experience with audio-visual equipment (eg. projector, audio speakers)• Excellent communication skills• Excellent organizational skills	October 16: 3:00pm to 10:00pm October 17: 7:30am to 4:30pm October 18: 7:30am to 4:30pm

How to Apply: Please submit a resume to info@biomassnorth.org. Specify in the email your preferred position(s) and availability. Thank you!