

MCC (CANADA) VS JOB DESCRIPTION

1. Name of position Community Development Officer
2. Location of position Winnipeg and Singapore (October - December, 1981)
3. Date required Immediately
4. Name of project and/or sponsoring agency Disabled Peoples' International
5. Description of project or sponsoring agency Main emphasis of project is to organize the World Conference in Singapore. This involves contacting resource people, assisting with fund raising, communication and correspondence of the Steering Committee.
6. Description of duties
 - a) General Assist with fund raising, organizing program for World Conference, correspondence, communications, translation for Steering Committee.
 - b) Specific World Conference Program - contact resource people, get pamphlets and programs printed, spend 2 months in Singapore to assist in organizing facilities, support services, etc. Fund Raising - assist Jim Derksen in contacting people, typing correspondence, bookkeeping for the project would be done by this person, assist with correspondence for myself. Translation - it would be helpful if the person could translate documents into French.
7. Qualifications required Organizational skills, some knowledge of handicapped issues and experience in organizing conferences, typing skills and bookkeeping aptitude, French and English as workable languages would be useful.
8. Nature of supervision provided VS worker Jim Derksen has been hired as part time coordinator. Jim and I would supervise the project. The person would work out of our office on 794 Sargent Ave., Winnipeg, Manitoba. We would provide an orientation and ongoing direction and supervision.