



THE CENTER FOR JUSTICE & ACCOUNTABILITY

Bringing Human Rights Abusers To Justice.

The Center for Justice & Accountability's 18th Anniversary Dinner Volunteer Positions

The Center for Justice and Accountability (CJA) brings the world's worst human rights abusers to justice. Their crimes include torture, genocide, war crimes, and other heinous acts all over the globe.

Thank you for considering a volunteer position for CJA's 18th Anniversary Dinner – *Celebrating Global Justice*. The event will bring together elected officials, judges, leading lawyers, advocates, survivors, and supporters to celebrate important victories secured by CJA and our partners.

Below are the available volunteer opportunities. We will try to accommodate your request but appreciate your flexibility if the slots are filled. Deadline to sign-up is May 6, 2016, but positions will be filled as the requests come in.

Event Details:

Date: Thursday, May 12, 2016

Time: 6:00 pm – reception; 7 pm dinner

Location: *Hotel Nikko San Francisco*; 222 Mason Street, San Francisco

Attire: Business/semi-formal attire (khakis/dress pants, dress shirts, tie, dresses/skirts)

VOLUNTEER OPPORTUNITIES

Wednesday, May 11, 2016 – 5:00-9:00pm

- **Annual Event Prep** - working at the CJA office to prepare event materials.

Thursday, May 12, 2016

- **Greeters: 5-7pm**
- **Coat Check (2 shifts): 5-7:30pm and 7:30-10pm**
- **Runners/Registration Logistics: 5:00-8:00pm**
- **Collect Donations/Pledge information: 7:30-9:30pm** – collecting donation checks from tables during the pitch as well as information of donors who make a pledge.
- **Event Break-down: 8:30-10:30pm** - working with CJA staff to pack up materials post-event.

CJA will provide snacks and drinks for the volunteers. All volunteers are welcome to stay during the program after or before their shifts to watch any speakers or presenters.

Thank you for taking the time to review these volunteer opportunities. We appreciate your commitment to CJA. Please contact, Susana Solis at ssolis@cja.org or 415.529.7756 for any further questions or to volunteer.