



VOLUNTEER RECRUITMENT PACKET

The National Center for APEC is currently recruiting volunteers to support the third APEC Business Advisory Council (ABAC) meeting of 2014 and the APEC China CEO Forum. The events are taking place in Seattle and offer volunteers an opportunity to attend and learn about APEC policy and related international trade issues.

ABAC III MEETING

Dates: July 6 – 10, 2014

Location: Seattle, WA

About the Event: The APEC Business Advisory Council (ABAC) was created by the APEC Economic Leaders in 1995 to provide them with advice on specific business sector priorities, and to respond to the various APEC fora requests for information about business-related issues or to provide the business perspective on specific areas.

ABAC comprises up to three members of the private sector from each of APEC's 21 economies. ABAC members are appointed by their respective Leaders, and represent a range of business sectors, including small and medium enterprises.

The ABAC meets four times each year with the final meeting held concurrently with the APEC Leaders' Meeting. During 2014 ABAC will meet in Auckland, New Zealand, Santiago, Chile and Seattle. Beijing will be the final meeting as China is the chair of APEC and ABAC for 2014.

APEC CHINA CEO FORUM

Dates: July 10 – 11, 2014

Location: Seattle, WA

About the Event: The APEC China CEO Forum is an initiative of the APEC China Business Council, produced this year in partnership with the National Center for APEC, to promote business and economic communications between Chinese business leaders, officials, and other stakeholders in China and the Asia-Pacific region.

This year's Forum will engage 250 public/private sector delegates from the around the APEC region, including APEC Business Advisory Council members from all 21 APEC Economies. Delegates will participate in a high-level dialogue on a range of issues facing the APEC Economies during China's year as the 2014 APEC Chair. The objective of the Forum is to create opportunities for strategic discussions to further the understanding of doing business in and with China, as well as China's perspective on doing business with APEC Economies.



RESPONSIBILITIES AND DUTIES

- Event setup and breakdown;
- Greeting and providing directions to attendees;
- Making copies and collating conference materials;
- Assisting with registration tasks;
- Work on other assigned tasks.

REQUIREMENTS

- Excellent interpersonal and communications skills;
- Enjoys interacting with culturally diverse individuals ;
- Must be able to follow directions in a fast paced environment and the ability to multitask;
- Able to lift at least 25 lbs;
- Chinese speaking is a plus.

TIME COMMITMENT

Volunteers are expected to commit at least 4-8 hours during the week of July 6-11.

BENEFITS OF VOLUNTEERING

- Exposure to APEC and related international trade issues;
- Volunteers will have the opportunity to learn event logistic skills;
- Compensation for transportation and meals will be provided.

TO APPLY

Please submit a resume and three professional references with phone numbers by **May 30, 2014** to Marilou Christiansen, mchristiansen@ncapec.org.

Note: Only materials delivered by e-mail will be accepted. No telephone calls or personal office visits, please.