



## **Event Committee Member**

A Child's Hope Foundation is looking for a friendly, focused, and fastidious candidate to fill the position of Event Committee Member Volunteer. The person in this role will be responsible for planning and coordinating a number of events throughout the year-- attends weekly committee meetings, owns pieces of events, attends events, and works well with other committee members. As an Event Committee Member, you will ensure that all event tasks are completed on time with little to no mistakes. Our ideal candidate is an efficient, dynamic, and cooperative individual who can perform well while juggling multiple tasks with moderate supervision.

## **Why it Matters**

The role of the Event Committee Member is vital to the success of the organization as a whole because our events reach new people, fundraise money for the homes we work with, and help us retain relationships with individuals. We need someone who can complete multiple tasks in a timely manner. This will allow our organization to grow and find potential new donors to support our mission.

Hosting events helps establish meaningful relationships between event participants and A Child's Hope Foundation which then inspires those same individuals to make donations needed to further our mission of lifting orphans from surviving to thriving.

## **Duties and Responsibilities**

- Work 3 hours a week (depending on event schedule)
  - Option to work remotely or in the office
- Must be available for weekly check-in/meetings on Thursdays at 4 pm.
- Maintain our process for managing projects and completing follow-up tasks
- Manage all event tasks given to them
- Report to Donor Experience Coordinator
- Contribute to discussions about new events or ways to improve current events
- Use Salesforce and Google Drive to manage processes
- Work well with other Event Committee Members to coordinate event details
- Be willing to reach out to network to help event succeed

## **Hours for each task**

- Event Committee Meeting
  - 30 min/week
- Research/Projects
  - 2.5 hour/week



### **Volunteers needed and weekly hours expected**

- 5-10 volunteers
  - Working 3-4 hours/week (depending on event type)

### **Skills**

- Superb organizational skills
- Excellent time management skills; able to prioritize
- Motivated to take on additional projects and solve problems
- Comfortable with multiple tasks and projects at hand
- Self-directed and able to work without supervision
- Able to perform clerical duties, maintaining files and confidential information, organizing documents as needed
- Ability to work well with others to create lasting, and meaningful relationships