



# VOLUNTEER EVENT PLANNER

**Reports To:** Board of Directors

**Commitment:** Flexible, varying hours depending on event schedules

**Location:** Remote with some in-person commitments (as required by events)

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## Position Summary

The Volunteer Event Planner plays a vital role in supporting the organization's mission by conceptualizing, planning, and executing engaging and impactful events. This individual will work closely with the event team to organize pre-planned events and develop creative, cost-effective new event ideas with high potential for generating revenue. The position involves hands-on involvement in all aspects of event coordination, including ideation, logistical planning, execution, and post-event evaluation.

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## Key Responsibilities

- Collaborate with the event team to conceptualize and develop event ideas aligned with the organization's goals.
- Plan and execute pre-scheduled and original events, ensuring creativity, minimal costs, and maximum profitability.
- Coordinate event logistics, including venue selection, permits, vendor arrangements, and equipment rentals.
- Recruit, train, and supervise event volunteers as needed.
- Develop and manage event budgets, tracking expenses to ensure cost-effectiveness.
- Work with social media team to promote events through social media, email marketing, and other communication channels including radio and posters.
- Act as a primary point of contact during events, ensuring smooth execution and addressing any challenges that arise.
- Evaluate events post-completion, gathering feedback from attendees, volunteers, and stakeholders to identify areas for improvement.

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## **Qualifications**

- Strong organizational and multitasking skills with the ability to manage multiple events simultaneously.
- Creative thinker with the ability to develop innovative, cost-effective event ideas.
- Excellent interpersonal and communication skills, both written and verbal.
- Proven ability to work independently and collaboratively as part of a team.
- Basic budgeting and financial management skills.
- Experience in event planning, project management, or fundraising (preferred but not required).
- Comfortable with social media platforms and basic marketing techniques.

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## **Time Commitment**

This is a volunteer position with a flexible schedule, varying based on event planning cycles. Time commitment may increase during event preparation and execution phases.