



VOLUNTEER EVENT ASSOCIATE JOB DESCRIPTION

Release & Refresh Women's Empowerment Series, Inc. is a 501(c)(3) non-profit Public Charity dedicated to improving the Emotional and Spiritual Health and overall quality of life of Women, Girls and Families of Color through Holistic Programs, Services, Classes, Workshops, Seminars, Conferences, and Social Media. We are a volunteer organization looking for loyal, dedicated, and energetic volunteers who strongly support our mission. All volunteers & staff are "at-will."

This is an unpaid position. The Volunteer Event Associate is responsible for assisting in the planning, coordinating and operations of our events.

Hours: Flexible: Two to three events a year. Events are held on Saturdays. A minimum of 2 hours a week for planning, -- depending on your schedule. Part time or full time. We are grateful for any time you can spare to help us!

Responsibilities:

- Work with Volunteer Coordinator and partner with internal staff and Event Committee to ensure that all details are addressed prior to each event.
- Contact vendors, including outside food and beverage providers.
- Work with venue staff to ensure rooms, AV, food has been secured.
- Support Event Committee at all events as assigned (registration, set-up, attendees, clean-up, etc.)
- Pick up items for event as needed.
- Identify venues for events.
- Respond to staff inquiries regarding event related logistics
- Perform special projects to further event product and workflow
- Remind registrants prior to event
- Assist in putting together raffle prizes
- Assist in managing Registrants via Eventbrite or other registration apps.
- Other duties as assigned.

QUALIFICATIONS

- Results-oriented drive and a solid work ethic
- Solid computer and analytical skills: proficiency Microsoft Office Suite (particularly Word and Excel)
- Outstanding written and verbal communications skills

- Superior poise and judgment (demonstrated “grace under pressure”) with both internal and external constituencies
- Ability to work well in ambiguous situations with little information/direction across
- Comfort working with and ability to upward manage senior executives
- Innovative approach to process and workflow
- Excellent time management and prioritization skills
- Exceptional attention to detail
- Proactive problem-solving skills
- Strong service ethic
- Strong record of achievement in current position
- Interest in meeting/event planning, some event planning/experience desirable