



VOLUNTEER EVENT ASSOCIATE JOB DESCRIPTION

Release & Refresh Women's Empowerment Series, Inc. is a 501(c)(3) non-profit organization dedicated to improving the mental, emotional, and spiritual needs of women and girls through classes, seminars, workshops, conferences, and social media.

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 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:

- Partner with internal staff and Event Committee to ensure that all details are addressed prior to each event
- Support Event Committee at all events as assigned (registration, set-up, attendees, clean-up, etc.)
- Respond to staff inquiries regarding event related logistics
- Perform special projects to further event product and workflow
- 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