



VOLUNTEER 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 Empowerment Programs, Mentoring, Events, Classes, Workshops and Conferences. 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 a non-paid position. Volunteers are an essential part of our organization. Volunteers will primarily assist at RRWES events, programs and assist administratively with making phone calls, coordinating fundraisers and other duties as needed functions.

Responsibilities:

- Assist in desired areas of your choice, Administrative, Fundraising, Marketing, Clerical/Administrative, Events, etc.
- Partner with internal staff and Volunteer Coordinator to fulfill your Volunteer duties.
- Assist in making phone calls.
- Assist in soliciting donations and coordinating fundraisers.
- Coordinate donor donations and assist with coordinating drop off and pick up from families.
- For events, work with 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.)
- Pick up supplies, food, etc. as directed by the Event Coordinator
- Respond to staff inquiries regarding event related planning
- Perform special projects to further event product and workflow
- Other duties as assigned.

QUALIFICATIONS

- Excellent verbal communication skills
- Computer skills and working knowledge of Microsoft suite and Google Docs
- Results-oriented drive and a solid work ethic

- 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
- Comfort working with and ability to upward manage senior executives
- Excellent time management and prioritization skills
- Exceptional attention to detail
- Proactive problem-solving skills
- Strong service ethic
- Interest in meeting/event planning, some event planning/experience desirable