

Hosanna House, Inc.
“A place called hope!”
2010 Signature Events

Volunteer Job Description

2010 Signature Event: Ambassador of Hope Dinner

Purpose/Goal: An Ambassador of Hope is an individual, family, church or small business who believes strongly in the important work that is being done at Hosanna House. Ambassadors of Hope are representatives of Hosanna House and agree to support our family by making a significant investment in the lives of young people and families in Wilksburg. Ambassadors of Hope are eligible to select a single day of the year in commemoration of their support. Our desire is to fill up every day on the calendar with an Ambassador of Hope who supports our mission and vision. Ambassadors of Hope are recognized via a permanent wall plaque displayed in the HHI lobby. Ambassadors of Hope are recognized in the HHI Annual Report newsletter, receive the Hosanna House Horizon newsletter, and an invitation to the annual Ambassador of Hope Gala.

Title/Position: Event Implementer

Positions Available: 2

Key Responsibilities: Partner with HHI staff member responsible for leadership of the event. Proactively solicit volunteers, assign event tasks, and monitor work. Maintain database of volunteers. Partner with event planner to identify volunteer opportunities and maintain communication throughout the planning process and event. Provide periodic reports to the Executive Advisory Committee throughout the planning phase.

Contacts: Community connections in the area of marketing and public relations.

Commitment:

- March 2010 through December 2010
- Monthly meeting with HHI Executive Advisory Committee until execution of the event.
- Regularly scheduled meetings with your respective Event team until execution of event, minimally twice a month.

Required Skills:

- Primary – Team development, group dynamics, verbal communication, and organization.
- Secondary – Administrations, interpersonal relations, and bookkeeping.
- Computer – Software: Word, Excel, and PowerPoint.

Contact Jeannette Dawson at 412-342-1336 for additional information.

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