

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 Wilkinsburg. 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 Planner

Positions Available: 2

Key Responsibilities: Plan and execute fund raising event, which will generate \$20K after expenses. Monitor all activities designed to accomplish the task. Maximize resources and manpower. Provide periodic reports to the Executive Advisory Committee throughout the planning phase. Monitor and adhere to budget allotted for event.

Contacts: Community connections in the area of fundraising and administration.

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 – Self-starter, motivator, project management, delegation, budgeting, communications and organization.
- Secondary – Time management, interpersonal relations, and bookkeeping.
- Computer – Software: Word, Excel, PowerPoint, and Publisher.

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

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