

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

Volunteer Job Description

2010 Signature Event: Babette’s Feast

Purpose/Goal: Inspired by the short story Babette’s Feast, this is a dinner hosted by HHI for clients in our New Foundations Program. Our goal is to lavish them with a 4-star quality dining experience, showing them they do belong and are valued members of our community. This is the second year for this event.

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 November 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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