

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 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 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 – 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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