

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: Marketing/Public Relations Leader

Positions Available: 2

Key Responsibilities: Partner with HHI staff member responsible for leadership of the event. Develop and execute the marketing plan. Incorporate handoffs from the Funds Development team into the plan. Develop written communications for event publication, i.e., theme suggestions, design logo & invitations, save-the-dates, printing, signage, publicity, T-shirts, ad placement, press releases, promotional items, etc. Proactively solicit sponsorships. Maintain database of sponsors. Provide periodic reports to the Executive Advisory Committee throughout the planning phase. Monitor and adhere to budget.

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 – Self-starter, marketing, written and verbal communication, budgeting, 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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