

**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:** Sales Leader

**Positions Available:** 2

**Key Responsibilities:** Organize sales team. Develop and implement sales plan. Monitor and track sales. 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, specifically businesses, schools, and non-profit organizations.

**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 – Sales, team leadership, communications, and organization.
- Secondary – Budgeting, interpersonal relations and bookkeeping.
- Computer – Software: Word, Excel, and PowerPoint

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

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