

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

Volunteer Job Description

2010 Signature Event: Shadyside Presbyterian Church Golf Outing

Purpose/Goal: This is a charity golf outing benefitting Hosanna House, sponsored by Shadyside Presbyterian Church. Open to all, the event includes an 18-hole scramble, dinner and silent auction. Sponsorships are also available and all proceeds are tax deductible. This will be the 11th 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 September 2010
- Monthly meeting with HHI Executive Advisory Committee until execution of the Golf Outing 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.

Hosanna House, Inc.

807 Wallace Avenue

Wilkinsburg, PA 15221

Phone: 412.243.7711 / Fax: 412.243.7733

www.hosanahouse.org

