

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

**Volunteer Job Description**

**2010 Signature Event:** Highmark Walk for a Healthy Community

**Purpose/Goal:** The “Walk for a Healthy Community” is a unique event that brings together community organizations to achieve the common goal of raising money for their individual missions. Highmark Blue Cross Blue Shield underwrites the cost of the walk so that 100% of funds donated by walkers is given directly to support the mission of the participating organization, i.e., 5K Walk and 1Mile Fun Walk.

**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 May 2010
- Monthly meeting with HHI Executive Advisory Committee until execution of Highmark Walk 2010 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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