

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: 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 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 – 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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