

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

Volunteer Job Description

2010 Signature Event: Summer Nights (August)

Purpose/Goal: Annually HHI hosts a “Summer Nights Dinner and Silent Auction” fundraiser at our 14-acre Sherwood property, an outdoor get-a-way and a true hidden treasure, tucked away in a secluded corner of Wilksburg and Forest Hills. A “themed” evening of dinner, entertainment event and a silent auction, this is an evening of fun for everyone.

Title/Position: Event Implementer **Positions Available:** 2

Key Responsibilities: Partner with HHI staff member responsible for leadership of the event. Proactively solicit volunteers, assign event tasks, and monitor work. Maintain database of volunteers. Partner with event planner to identify volunteer opportunities and maintain communication throughout the planning process and event. Provide periodic reports to the Executive Advisory Committee throughout the planning phase.

Contacts: Community connections in the area of marketing and public relations.

Commitment:

- March 2010 through August 2010
- Monthly meeting with HHI Executive Advisory Committee until execution of the Summer Nights (August) 2010 event.
- Regularly scheduled meetings with your respective Event team until execution of event, minimally twice a month.

Required Skills:

- Primary – Team development, group dynamics, verbal communication, and organization.
- Secondary –Administrations, interpersonal relations, and bookkeeping.
- Computer – Software: Word, Excel, and PowerPoint.

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

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