

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 Wilkinsburg and Forest Hills. A “themed” evening of dinner, entertainment event and a silent auction, this is an evening of fun for everyone.

Title/Position: Marketing/Public Relations Leader

Positions Available: 2

Key Responsibilities: Partner with HHI staff member responsible for leadership of the event. Develop and execute the marketing plan. Incorporate handoffs from the Funds Development team into the plan. Develop written communications for event publication, i.e., theme suggestions, design logo & invitations, save-the-dates, printing, signage, publicity, T-shirts, ad placement, press releases, promotional items, etc. Proactively solicit sponsorships. Maintain database of sponsors. Provide periodic reports to the Executive Advisory Committee throughout the planning phase. Monitor and adhere to budget.

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 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, marketing, written and verbal communication, budgeting, 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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