



Beacon of Hope
Crisis Center

Event Volunteers

An Event Volunteer insures a level of smooth sailing in times of high activity. Such volunteers allow the staff to stay dedicated to their clients and their own responsibilities, while keeping their peace of mind knowing that important events will be brought to success. An Event Volunteer will look for opportunities that will level up our visibility in the community as well as fundraisers.

Primary Responsibilities:

- Organizing fundraising events
- Securing sponsorships and donations insuring the completion of such events
- Contacting previous supporters and encouraging them to attend
- Working with local media to promote events as (and if) directed by CEO
- Promptly answering to enquiries and attendees as required
- Updating the team on a regular basis
- Volunteering on the day/evening of the event
- Helping the volunteer coordinator to organize a team for the event (staff and volunteers)

Skills:

- Reporting skills
- Organization skills
- Creativity
- Interpersonal skills
- Proactivity
- Sales skills
- Determination to make events successes

Required Qualifications:

- Working knowledge of Microsoft suite including Word, Power Point and Excel
- Excellent typing skills
- Commitment to non-violent and cooperative work environment
- Commitment to providing quality and equitable services to all clients regardless of race, ethnicity, sex, gender identity, religion, age or sexual orientation

SERVING DOMESTIC VIOLENCE VICTIMS SINCE 2009

317.731.6131 *office* | 317.731.6140 *crisis line* | 317.731.6132 *fax* | P.O. Box 34318 Indianapolis, IN 46234

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- Ability to pass a criminal background check
- Ability to do online research

Preferred Qualifications (not required)

- Fluency in Spanish
- Bachelor's degree in event planning, public relations, communication or related field OR previous experience in the field

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