

**Position Title:** Event Specialist

**Supervisor:** Jennifer Kloesel, Volunteer Coordinator. Call at 360.682.6744 or email [jenniferk@victimsupportservices.org](mailto:jenniferk@victimsupportservices.org)

**How to Apply (Two options):** Contact Jennifer Kloesel for more information on the Event Specialist position and to receive a Victim Support Services application via email or visit our website at [www.victimsupportservices.org/volunteer-opportunities](http://www.victimsupportservices.org/volunteer-opportunities) to download the application.

**Applicant Type:** Adults, individuals, students (must be 18 years or older), those who have a knack for event planning and fundraisers.

**Description:** The Event Specialist contributes to the success of our fundraising events throughout the year. Plan and coordinate in collaboration with staff, board members, other volunteers and community members. Fundraising events are designed to raise funds for and promote community awareness of Victim Support Services.

Essential Position Functions:

- Identify event sponsors for potential enhanced or increased partnership opportunities
- Procure raffle and live auction items if applicable
- Promote event in-person, via email, social media and cold-calling to gain exposure and potential attendees
- Assist with publications and marketing materials
- Send out correspondence including but not limited to thank you cards
- Volunteer the day of event

**Location and Time Commitment:** Our opportunities are flexible and can fit around your routine. Events Specialists may work from home or in the VSS Administration Office (Everett, WA). Participation in Fund Development Committee meetings in person or via conference call, volunteer the day of fundraising events.

**Minimum Requirements:** Successfully complete application and/or resume, complete interview, criminal background check, able to maintain strict standards of confidentiality, must have access to computer, email, internet and cell phone. Creative thinker, solutions-oriented, strong communication skills, relationships with vendors and potential sponsors a plus, ability to work in a collaborative, fast-paced environment, ability to multi-task and to take direction and work independently.

**Volunteer Benefits:** Volunteering with us brings a range of benefits, including new skills and experience to boost your qualifications, knowledge and experience, become a valued member of our team, the opportunity to meet new people, references and proof of hours available.

**Community Needs Met:** We fundraise to provide compassionate services to those hurt or harmed by crime in the communities we serve. Our volunteers make a huge difference to the work that we do and the experience of volunteering is also incredibly rewarding.

**Position Description Agreement (for use upon volunteer or intern placement):**

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_