

Position Title: Event Specialist

How to Apply (Two options): Email volunteer@victimsupportservices.org or visit our website at <https://victimsupportservices.org/volunteer/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: Event Specialists work remotely with occasional, limited in-person services with the discretion of Supervisor at Administration Office in Everett, WA and/or other designated location as agreed upon in the region assigned to. Time and hours each week are flexible depending upon the volunteer's needs and preferences

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 is 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.