

Volunteer Position: Events Assistant

United Cerebral Palsy

Position Overview:

The Volunteer Events Assistant will provide valuable support to the Director of Affiliate Relations and Programs in planning and executing various organizational events and initiatives. This role is ideal for an individual who is organized, detail-oriented, and passionate about contributing to a mission-driven organization. The Volunteer Events Assistant will assist with event logistics, coordination, and administrative tasks for both hybrid and in-person events.

Key Responsibilities:

- Assist in organizing event logistics, including venue research, vendor communication, and materials preparation.
- Coordinate and confirm event details, such as schedules, attendee lists, and set-up requirements.
- Support the Director of Affiliate Relations and Programs in managing timelines and ensuring deadlines are met.
- Provide administrative support, including creating and maintaining event documentation, spreadsheets, and email correspondence.
- Help track and manage event registrations and attendee communications.
- Assist with pre-event planning tasks, such as assembling event kits, creating name badges, and organizing supplies.
- Contribute to post-event follow-up activities, such as collecting feedback and updating records.
- Attend virtual or in-person events as needed to provide on-site support, such as directing participants, monitoring schedules, or handling minor troubleshooting tasks.

Qualifications and Skills:

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow instructions and work collaboratively within a team environment.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and/or Google Suite.
- Flexibility to work on assigned tasks with minimal supervision.
- Enthusiasm for United Cerebral Palsy's mission and programs.

Time Commitment:

- Flexible schedule based on upcoming events and planning needs, with an expected commitment of [20 hours/month].

Supervision:

The Volunteer Events Assistant will report directly to the Director of Affiliate Relations and Programs and will work under their guidance on all assigned tasks.

Benefits to the Volunteer:

- Gain hands-on experience in event planning and nonprofit operations.
- Build skills in logistics, coordination, and communication.
- Contribute to meaningful work that supports individuals with disabilities and their families.
- Opportunities to expand your professional network within the nonprofit sector.

To Apply:

If you're interested in volunteering as an Events Assistant with United Cerebral Palsy, please contact Carrie Cantrell (ccantrell@ucp.org) with your resume, a brief summary of your interest and any relevant experience.