



VOLUNTEER POSITION DESCRIPTION

For more information please contact:

Laura Hernandez, Development Coordinator

volunteer@maryscenter.org

Events Volunteer

As Mary's Center's largest fundraising event of the year, the Annual Gala is a special evening to celebrate over three decades of providing health, hope, and opportunity to thousands of individuals throughout the District and Maryland. An events volunteer will assist with coordinating event logistics, planning, execution, and promotion.

Supervising Staff:

- Carmella Sotelino, Events Coordinator

Time Commitment:

- This is an ongoing (6+ months), weekly commitment
- One shift per week or multiple shifts per week, up to 6 hours a week

Key Responsibilities:

- Assist in creating event collateral.
- Conduct outreach to local elected officials to secure their participation as Honorary Committee Members for the Annual Gala.
- Assist with outreach to local businesses for silent auction items and identify new prospects.
- Provide excellent customer service and work with Events Coordinator to ensure donor needs are met.
- Maintain accurate file notes and ensure the highest standards of donor confidentiality at all times.
- Attend Mary's Center Annual Gala.
- Assume other duties as delegated by staff supervisor.

Training and Support:

- Volunteer Services provides general onboarding services, including HIPPA guidelines.
- Ongoing oversight from supervising staff to provide direction, training and feedback on specific program and department activities, procedures, priorities, performance, and agency updates.

Qualifications and Requirements:

- Excellent verbal and written communication skills.
- Ability to establish quick rapport with donors.
- Established experience in customer care/donor relations required.
- Proven interpersonal skills with the ability to easily work with a diverse population
- Absolute solid values: honest, loyal, enthusiastic, good judgement and sincere.
- Accomplish assignments successfully through your professionalism, leadership skills, wisdom, initiative, good judgment, and strong attention to detail.
- Proficient with computer applications and databases (e.g., MS Office – Excel, Word, Outlook, PowerPoint; Web-based applications), and access to a cellphone or landline, and a computer.

Qualifications and Requirements:

- FBI/DOJ Background Check

Benefits:

- Engage with and impact your community in a hopeful way.
- Interact with a diverse population of community members.
- See the positive results of your contribution of time and talents.
- Become familiar with community resources and services.
- Resume building experience and networking opportunities.