

# **Memo**

**To:** *Interested Parties*  
**From:** Executive Director  
**CC:** file  
**Date:** Updated August 2015  
**Re:** Volunteer Position: Event Coordinator

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## ***Serving as a volunteer Event Coordinator at Pregnancy & Family Resource Center***

Reports directly to Executive Director.

Responsible for decorating, food planning (If needed) and procurement of supplies for each event

Understand purpose for events is to increase awareness and funding for the ministry

Must be available for all events

Able to recruit, organize and supervise a team of volunteers

Coordinate and lead set up and clean up crews

Schedule committee meetings; remind team members and document meeting decisions and outcomes

Know how and be willing to delegate responsibilities and monitor team member follow through

Know how to plan an event for a specific population. In other words: women for a ladies' tea and couples for an annual fall gala.

Help keep event supplies organized and ready for use in the warehouse.

Propose events and help to schedule and plan

If needed help to locate event venue

