

## Event Specialist

**Reports to:** Executive and Director-level leadership

**Commitment:** Flexible/Project-based event planning

**Location:** Remote and/or various locations

**Status:** Volunteer (Uncompensated)

## Mission & Role Summary

The Event Specialist Volunteer supports the organization's operational and financial health by planning and executing virtual and in-person events. While the scope of this role is broad - ranging from logistical design for internal retreats to supporting organizational sustainability through donor events - volunteers will work within a flexible, project-based model.

Event Specialists are not required to fulfill responsibilities across every category. Instead they will be assigned to specific areas and support tasks based on their unique skill sets. Therefore, meeting every listed qualification is not required for eligibility; we welcome candidates with focused expertise in one or more key areas.

## Key Areas of Responsibility

### Event Logistics & Operations

- **Venue & Budgeting:** Conduct research to identify and secure event locations that are appropriate for the anticipated number of attendees, fit within the established budget, and meet the specific functional needs of the organization.
- **Vendor Management:** Handle all necessary communication and arrangements with venues and other event vendors.
- **Event Execution:** Oversee the successful execution of the event plan.
- **Cross-Functional Planning:** Work collaboratively with the Co-Executive Directors (Co-EDs), the Director of Institutional Advancement, Education Director, and the Director of Advocacy to determine the strategic objectives and plan event activities.

## IGG Workshop Support

- **In-Person Event Coordination:** Organize and manage logistical aspects for periodic in-person organizational events (retreats, workshops, meetings, etc.) in various locations throughout the US.
- **Virtual Event Coordination:** Organize and manage logistical aspects for periodic virtual organizational events (retreats, workshops, meetings, etc.) hosted within the organization's online platforms.
- **Operational Workshop Support:** Work closely with the EDISC to plan the logistical needs for collaborative, real-time IGG casework sessions that occur at certain in-person events. This includes ensuring venue setups can support secure, collaborative research and technology requirements.
- **Activity Development:** Propose and organize fun and engaging activities, sessions, or workshops that support the event's goals for team-building, training, or strategic discussions.

## Fundraising & Development Support

- **Donor Event Support:** Coordinate logistics for virtual or in-person fundraising events, ensuring appropriate platforms, venues, and vendors are engaged to execute a successful event.
- **Development Collaboration:** Work closely with the Director of Institutional Advancement to ensure campaign events align with broader fundraising goals and timelines.

## Community Event Support

- **Event Support:** Coordinate logistics for virtual or in-person client-focused events, ensuring appropriate platforms, venues, and vendors are engaged to execute a successful event.
- **Collaboration:** Work closely with Director-level leadership to ensure community events align with organizational strategy, goals and timelines.

## Requirements & Vetting

- **Security Mandate:** Must have access to a reliable, private internet connection and a personal computer that is password protected and not shared with others.
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- **Vetting:** The offer to serve as a Community & Engagement Specialist Volunteer is strictly dependent on the candidate successfully passing a background check.
- **Confidentiality:** Must adhere to strict confidentiality agreements regarding sensitive case information.

## Qualifications & Desired Attributes

Because this role operates on a flexible, project-based model, candidates are not required to possess every qualification listed below. We are looking for volunteers who demonstrate strong core competencies and possess expertise in at least one of the specialized areas.

### Core Attributes (Required for all assignments)

- **Organization & Detail:** Strong organizational skills and meticulous attention to detail.
- **Communication:** Excellent communication skills, with the ability to liaise effectively with leadership and external vendors.
- **Event Management:** Proven experience in planning and executing professional events, retreats, or large group meetings.
- **Engagement:** A creative and enthusiastic approach to designing activities that foster engagement and community among remote teams.

### Specialized Experience (Based on specific assignment)

- **Technical & Workshop Logistics:** Experience planning events with technical or operational components (e.g., workshops, hackathons) is a plus for internal training assignments.
- **Fundraising & Development:** Experience with non-profit fundraising campaigns, donor relations, or development events is highly valued for development-focused assignments.