

**Position:** Temporary Volunteer Events Assistant (January - August 2019)  
**Department:** Marketing  
**Reports to:** Volunteer Engagement Director  
**Date Prepared:** December 4, 2018

### ORGANIZATION SUMMARY

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact, which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

### POSITION SUMMARY

The Volunteer Events Assistant will be an essential member of the volunteer engagement team, helping us manage both behind the scenes and public-facing pieces of our volunteer events and projects! Volunteer engagement is a critical component to engaging new and existing supporters in ways that increase their support and ongoing engagement with United Way of Salt Lake.

We are a collaborative, high-energy, and creative team looking for an a temporary assistant who can be an integral part in the creation and implementation of our volunteer events and projects during our spring/summer event season. Events schedule during this season include Dr. Seuss Day (March 1), National Volunteer Week (April 8-12), Day of Action (June 21), Stuff the Bus (August 10), and multiple smaller volunteer events. The assistant will gain broad experience in various aspects of event creation and volunteer management, volunteer management software administration, social media support, event sponsorships, and community engagement strategies.

This opportunity is ideal for individuals with an interest in event management, volunteer management, and/or nonprofit management. Individuals who are organized, excited about events and volunteerism, and passionate about social change should apply!

### ESSENTIAL FUNCTIONS

1. **Volunteer events & projects:** creating event registration pages, recruiting and communicating with volunteers, assisting with event logistics, scheduling meetings, ordering supplies, soliciting in-kind donations, assisting at events, gathering feedback, sending thank you's, etc.
2. **Volunteer team support:** Creating donation wish lists, ordering and picking-up food for committee meetings, setting-up and cleaning-up for committee meetings, taking meeting notes
3. **Social media support:** brainstorming social media content related to volunteerism, generating social media content (taking photos, getting quotes, interviewing volunteers, etc.)
4. **Data entry and tracking:** utilizing volunteer management software, compiling event data, submitting receipts, tracking committee attendance in Salesforce, drafting and tracking sponsor agreements, running Salesforce reports, adding interactions in Salesforce
5. Performing other related duties as assigned

### REQUIRED COMPETENCIES

- Prefer some experience in managing volunteers and/or event planning
- Experience using Google Suite/Microsoft Office, or similar programs
- Highly organized and self motivated with strong follow-up and follow through
- Ability to communicate clearly and efficiently in oral and written formats
- Willingness to take on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
- Ability to work independently and within a team environment
- Ability to relate openly and comfortably with diverse groups of people

#### **QUALIFICATIONS**

- Flexible schedule, including ability to work some early morning, evenings, or weekend hours
- Preferred commitment January - August; approximately 20 hours/week with the potential for additional hours the week of events
- Must have access to reliable transportation to travel to and transport event materials within our service area

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met to perform the essential functions of this position. The employee is regularly required to communicate clearly in oral and written formats and must be able to transcribe, read extensively, and prepare and analyze data and figures. Typically, the employee may sit comfortably to do the work; however, there will be some walking, standing, bending, carrying light items, use of office equipment, etc. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 30 pounds.

#### **BENEFITS**

This position is a temporary, part-time, non-exempt position with no benefits.

#### **APPLY**

Please visit UWSL's [Employment Opportunities](#). A complete application will include a resume and cover letter. You may contact [jobs@uw.org](mailto:jobs@uw.org) if you have any questions regarding employment opportunities.

*NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*