

## Big Sisters of Rhode Island

### Special Event Volunteer

**Description:** Assists with the organization, planning and execution of Big Sisters' special events.

**Duties:**

- Help with the preparation and distribution of collateral materials
- Phone, email and mail contact with event participants, sponsors, volunteers and donors
- Attend event committee meetings
- Assist administrative staff with mailings, proposal packaging, media kits
- Assist with event setup and breakdown

**Qualifications:**

- Attentive to detail
- Ability to communicate well with staff, volunteers and other constituents
- Ability to complete assignments accurately and on time
- Ability to be a resourceful team player as well as work independently

**Training:** Training will be organized according to event need.

**Time**

**Commitment:** Commitment will be negotiated and based on volunteer's availability and the project or event being coordinated.

**Contact:** Emily at 921-2434 Ext. 102 or [Emily@bigsistersri.org](mailto:Emily@bigsistersri.org)