**SPEAKER'S BUREAU**

**Position Summary:**Be the face of Make-A-Wish Minnesota!  A Speaker’s Bureau volunteer will present key information and share stories regarding Make-A-Wish to community organizations, corporations, schools, and internal or external events. Through these efforts the Speaker’s Bureau volunteer will aim to increase the audience’s awareness and support for Make-A-Wish. This opportunity is open to all wish families, as well as volunteers and supporters who have been serving for at least one year.

**Responsibilities:**

* Represent Make-A-Wish Minnesota by giving Informational, Persuasive, and Special Occasion speeches.
* Verbally communicate key Make-A-Wish facts and figures at community and corporate events, social gatherings, and internal events.
* Share wish stories relaying the impact of a wish with key constituents and the general public.
* Attend check presentations to thank supporters and donors for their support of our mission.
* Engage supporters through energetic, informative public speaking while spreading our mission throughout the community.
* Maintain an understanding of the history, mission, and impact of Make-A-Wish.
* Complete and submit any post-speaking engagement feedback in a timely manner.
* Other duties may be assigned as deemed appropriate.

**Volunteer Commitment:**

* The average speaking engagement lasts anywhere from 10 minutes – 1 hour. Engagement will vary greatly depending on the organization and event.
* Agree to speak at a minimum of one event per year.
* Complete official Make-A-Wish Speaker’s Bureau Training.
* Attend continuing education courses, as offered by Make-A-Wish chapter staff.
* Provide and receive ongoing performance evaluation feedback from chapter staff.

**Availability:**

* Staff will contact you via email or phone when there is an upcoming event in your area.
* Staff will give you at least 1-2 weeks advanced notice regarding events.
* You will be provided with location, date, arrival time, length of stay, parking information, on site or emergency contact(s), estimated audience size, speech length, speech topics, dress code, etc.

**Required Training:**

* Completion of official Make-A-Wish Speaker’s Bureau Training.

**Desired Qualifications:**

* Strong verbal and written communication skills
* Ability to speak in public with a positive and professional energy.
* Excellent people skills with the ability to work with people from different backgrounds.
* Flexible schedule and willingness to drive up to one hour for speaking engagements.
* Highly organized and detail oriented.
* Ability to maintain confidentiality.
* Proficient in Word and PowerPoint.

Bilingual abilities in spoken form a plus.