

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 speeches to raise consciousness about Make-A-Wish, fundraise, thank organizations, or recruit volunteers
- 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.
 - Former recipients of wishes and their family members may take the training as soon as it is available after onboarding. Other volunteers must complete 1 year in the wish granter role before taking the 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, particularly Spanish, Hmong, Somali, Arabic, and Oromo