

# Event Volunteer

Together, we create life-changing wishes for children with critical illnesses. With the help of generous donors and volunteers, Make-A-Wish Eastern NC has granted more than 4,200 wishes across our chapter. Nationally, Make-A-Wish grants more than 25 wishes each day throughout the U.S. and its territories. Event volunteers help grant wishes through fundraising and awareness raising opportunities throughout our chapter.

## Position Summary

An event volunteer will work alongside chapter development staff to raise awareness of Make-A-Wish while increasing public support. This individual will serve as an ambassador for the organization by promoting a positive image and strong reputation of Make-A-Wish. Volunteer related tasks are often unique to each event and vary depending on chapter needs. Specific details will be shared with each event opportunity.

## Duties and Responsibilities

- Participate on event committees to assist in the planning, preparation, and event management of internal and external events.
- Assist in the procurement of vendors, goods, and talent for the execution of events.
- Provide assistance to staff in the execution of events on event day.
- Other duties may be assigned as necessary for specific events.

## Desired Qualifications

- Commitment and passion for the mission, vision, and values of Make-A-Wish.
- Highly organized and detail oriented with strong verbal and written communication skills.
- Excellent people skills with the ability to work with people from diverse backgrounds.
- Professional attitude and appearance.
- Ability to maintain confidentiality.
- Able to manage and prioritize multiple tasks effectively.

## Location of Opportunity

An event volunteer will work on various projects and tasks under the guidance of chapter development staff. Research, phone calls and solicitations can be accomplished at any location. Events will occur within the chapter's territory.

## Volunteer Commitment

- Agree to complete projects as assigned. Time commitment varies depending on event assignment.
- If provided access to confidential information or chapter funds, individual must complete criminal background check every 3 years and Conflict of Interest & Ethics Assurance Statement annually.
- Complete appropriate training as deemed appropriate by chapter staff.
- Communicate with chapter staff regarding assigned tasks.
- Operate within the policies and procedures established by Make-A-Wish Eastern NC.

## Join Our Team of Inspired People Transforming Lives

We are more than a great place to volunteer - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

For immediate consideration, please contact our Volunteer Coordinator at [volunteer@eastnc.wish.org](mailto:volunteer@eastnc.wish.org).

*We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.*