

CMDART Events Coordinator Volunteer Position (~20 Hours/mo)



Objective: To increase awareness, business relationships, funders and members by making a positive productive presence at public and business events.

Responsibilities:

- Maintain current events list and contacts
- Sign CMDART up for events each year and follow up to verify the details of each event
- Discuss past events with Board of Directors to determine which ones to attend the upcoming year
- Contact volunteers to work at the booths, inform them of their responsibilities, event details, directions and who will be volunteering with them
- Make notes on any ideas that will improve CMDART functions at events and discuss them with the Board of Directors
- Make sure everything that is needed for the event is in stock and gets to the event
- Make sure event is publicized on websites, flyers, newspapers, etc, and list activities that CMDART will do
- Maintain events budget

Contact Information:

- You should be willing to have your phone number published in the news and on flyers for the events registration contact
- You should provide an accessible email address that you check regularly on a daily basis. We give you a CMDART email address that transfers contacts to your designated email address, so your personal email address is not given to the public
- At times, you may be asked to help take calls for training events and coordinate with our registrar

Experience:

- The events coordinator needs to be someone who can multi-task, act as a spokesperson for the team, accomplish tasks before deadlines, be flexible and creative, attend many events, have some computer skills, have good follow up skills and be a team player!