



JOB DESCRIPTION FOR EVENT PLANNING COMMITTEE VOLUNTEERS HOSPITALITY TEAM

Summary: The Literacy Coalition is hosting Reading Between the Wines this fall, and we are looking for volunteers to help us make it a successful event!

Literacy is more than knowing how to read. It is using information to function in society and develop one's potential. **We believe everyone should have the skills they need to reach their full potential.** And to function in society, achieve goals and develop their potential, families and individuals must understand medical instructions, use a computer, navigate the transit and workforce systems, and more. The Literacy Coalition embeds its high-quality programs in the business, healthcare and nonprofit sectors to deepen the impact of nonprofits, strengthen the business workforce and build stronger communities.

Reading Between the Wines features signature pairings of locally produced food and other beverages and the opportunity to mix and mingle with the “tastemakers” of Austin—all while having fun for a good cause! As a volunteer on the event planning committee, you will help with recruitment and ongoing communication with our Reading Between the Wines food and beverage sponsors.

Essential Duties and Responsibilities:

- Solicit and obtain 10 food and 10 beverage sponsors
- Obtain sponsor logos for print and digital materials
- Obtain TABC license to serve alcohol
- Coordinate TABC and food handler's compliance
- Determine and coordinate the supply for food and beverages
- Develop appropriate signage for food and beverage sponsors
- Collaborate with the logistic and volunteer team to obtain tables, glassware and table cloths for sponsor tables and LCCT bars

Requirements:

- Must be dependable
- Be courteous and personable when dealing with the public

- Be self-directed, willing to take initiative, and detail-oriented
- Be able to work independently

Time Commitment:

- Must be able to commit 2-4 hours a week February-October 2017, plus a 6-hour commitment the week of the event

Benefits:

- Contributing to a stellar mission
- Experience with event-planning best practices
- Network with 400 Austin professionals
- Additional training and skill-building can be provided if interested

SIGN UP TO VOLUNTEER: willread.org/volunteer

Thank you for being part of our team!