



JOB DESCRIPTION FOR EVENT PLANNING COMMITTEE VOLUNTEERS IN-KIND SPONSORSHIPS 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 the procurement of silent auction in-kind donations.

Essential Duties and Responsibilities:

- In collaboration with the In-Kind Sponsorships Chair, set and execute the strategy for the event's silent auction, which includes:
 - Soliciting for in-kind auction donations
 - Securing digital logo from every donor for the Event Promotions Team
 - Creating, assembling and pricing silent auction packages
 - Creating bidding sheets
 - Picking up silent auction items
 - Setting up silent auction tables during event set-up
 - Working with the Event Registration/Check-Out Team to design check-out procedures
 - Organizing information to hand to LCCT Development Department for data entry

Requirements:

- Must be proficient in Google Docs and prompt with email communication, dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Be able to work independently
- Must have reliable transportation

Time Commitment:

- Must be able to commit 2 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!