



## Committee Membership – *Event Coordinator*

My Sister's Closet Network, NFP is currently seeking qualified individuals to serve as committee chair, co-chair of several committees as well as take on lead volunteer positions in 2010. The next several years promise to be exciting ones packed with trailblazing ideas and leading edge programs. The organization will have a phenomenal impact on the communities we serve. The committees and lead volunteer positions play a critical role in carrying out this important work and supporting our Board of Directors in furthering the mission.

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### **Creativity, Commitment, and Collaboration are key criteria of our volunteer members.**

The Event Coordinator is the “go-to” person for all event planning expertise and execution for all programs of the organization. This individual works closely with marketing and will be primarily responsible for ensuring the success of its special events, including: execution of the event from start to finish; and recruiting, managing, and working with volunteers and event committees.

The event coordinator will work with program and committee chairs as-needed to ensure events are planned and executed with consistency and proper coordination to ensure appropriate use of volunteer resources. This individual will demonstrate creativity, resourcefulness, design savoir-faire and will exercise sound budget principles as the de-facto standard for all events.

**Soft Skills:** MSCN seeks a high-energy and very efficient individual, with the ability to multitask, to add to its team. This dynamic individual with “can-do” attitude and ability will have excellent phone and interpersonal skills; must possess plenty of creativity and inventiveness; strong desire to excel and to help the organization to do so.

**Qualifications and Key Responsibilities:** Previous experience with special events and event planning or fundraising. Project management experience is required. Non-profit experience preferred; proficiency with database management and all Microsoft office applications.

**Event Planning** - manage all aspects of special events from start to finish, including but not limited to: coordination with lead volunteers, planning, communications, promotions, sponsorship, and other duties as needed. Manage mailing lists, attendee lists, and other databases as needed, ensuring they are updated and current on a daily basis. Evaluate all events and their effectiveness.

**Fundraising** - assist in development and implementation of annual signature special fashion show event. Coordinate with marketing and volunteer coordinators to engage major donors in and at events.

**Networking** - identifies networking opportunities for MSCN, searching for individuals, companies, and organizations to attain sponsorship, in-kind services, and event support.

**Program Support** - provides volunteer support of all five MSCN programs in event planning and execution including fundraisers, career summits, workshops and networking events.

**MY SISTER'S CLOSET NETWORK, NFP** is a nonprofit corporation organized and operated exclusively for educational and charitable purposes. MSCN serves women world-wide via the web and also those that are located in Chicago, Illinois and the Chicago land area. My Sister's Closet Network (MSCN) is charged to carry out its mission and its vision to fulfill the notion that I am my sister's keeper and develop a community of "whole" women living their life's purpose.

Interested individuals should email us at [volunteer@mysistersclosetnetwork.org](mailto:volunteer@mysistersclosetnetwork.org).

[www.MySistersClosetNetwork.org](http://www.MySistersClosetNetwork.org)

*“I AM” my sister’s keeper....supporting her journey to wholeness from the inside out!*