



### **Events/Volunteer Coordinator**

The events/volunteer coordinator will prepare for, plan, and execute events & fundraisers from within Maggie's Wigs 4 Kids of Michigan and collaborate with third-party fundraisers outside the organization. They will facilitate volunteer management on an individual level or work with groups both onsite at our Wellness Center and at events in the community. The Events/Volunteer Coordinator will learn & become proficient at using Quickbooks; a software program that will help them with logging volunteer hours. You will work closely with Maggie Varney, Founder & CEO.

### **Additional responsibilities include:**

- Coordinating speaking engagements.
- Public speaking at events to share the mission of Maggie's Wigs 4 Kids of Michigan.
- Plan, prepare and execute events & fundraisers.
- Representing Maggie's Wigs 4 Kids of Michigan at information tables in the community.
- Assisting with planning our annual gala including preparations for the venue, community outreach for in-kind donations of goods/services, putting together raffle prizes, etc.
- Helping prepare & oversee activities for wig recipients & families (classes, field trips, tea parties, etc).
- Developing event budgets for grants that help fund activities for the children we serve.
- Providing tours of our Wellness Center.
- Coordinating & managing appointment book/calendars.
- Answering calls and addressing them accordingly.
- Responding to emails from interested donors, third-party event hosts, volunteers, etc.

Candidate should be fluent in Microsoft Office 365 (Word, Excel, Powerpoint, Publisher, Outlook) Any experience in Adobe Creative Suite, Quickbooks or Quickbooks Nonprofit experience a plus.

Interested candidates please email [maggie@wigs4kids.org](mailto:maggie@wigs4kids.org) with your resume.