



MCV - Event Planner - Role Description

MISSION STATEMENT: As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.

VISION STATEMENT: *Changed Choices* exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

CORE VALUES:

- Integrity
- Community
- Restoration
- Responsibility
- Productivity
- Affirmation

PURPOSE STATEMENT: A mission-critical volunteer is an individual who performs essential, non-compensated tasks typically integrated with staff, and is necessary for the organization's optimal functioning. The *Event Planner* serves in a manner that represents the *Changed Choices* mission, vision and values. This individual is responsible for assisting the team with planning and executing community and client events.

REPORTING RELATIONSHIPS: Reports to and works cooperatively and collaboratively with the *Director of Development (DOD)* for specific projects. Works closely with the *Changed Choices* team.

TIME INVESTMENT: The *Event Planner* can anticipate working approximately 5-10 hours/week depending on the status of the planning. After initial training, the majority of the time can be worked remotely and/or via ZOOM for meetings.

MAJOR RESPONSIBILITIES:

- Capture the team's vision and purpose for an event
- Research possible venues and gather appropriate information for a team decision
- Communicate with the venue personnel, as necessary

- Plan and execute decorations, and menu, as appropriate.
- Submit request to Tool Bank for necessary equipment
- Coordinate logistics including set up and take down, AV, etc.
- Oversee and coordinate volunteers in planning and execution of the event
- Meet regularly with DOD or the team hosting the event (Development/Programs)

REQUIREMENTS:

- Excellent oral and written communication skills
- Ability to engage with organizations and individuals of varying denominations/cultural backgrounds
- Flexibility to handle varying assignments from week to week.
- Function with a high degree of organization and attention to detail
- Ability to take initiative and work independently and collaboratively with a team
- Represent Changed Choices well to our community, and partners
- Willing to learn Salesforce to keep information up-to-date
- Comfortable working in MicroSoft Office and/or Google