

## Internal Team Role: EVENT PLANNING TEAM

*Purpose/Objective: The members of the Event Planning Team assist PennPAC leadership in the planning, development and executive of key events (i.e. fundraising, social), as needed.*

**Location:** Most of the team's work will be conducted virtually through conference calls and emails. Occasionally, an in-person meeting might be scheduled (with a call-in option available).

### Key Responsibilities:

- Participates in team meetings to discuss the concept and goals of the event.
- Helps strategize on how best to meet the event goals.
- Generates ideas regarding event logistics, marketing and implementation.
- Conducts industry research and outreach and identifies leads with regard to venues, food purveyors, raffle prizes and other vendors necessary to the implementation of the event.
- Leverages personal and professional networks to help promote and market the event.
- Attends the event and assists as needed on upcoming projects.

**Reports to:** Executive Director

**Qualifications:** No specific qualifications are necessary, but experience in event planning is helpful, especially in connection with nonprofit organizations, budgeting and fundraising.

**Length of Position:** Team members may be assigned to the team for one semester or two, depending on the volunteer's other PennPAC commitments, general availability and the event date.

**Time Commitment:** Typically, participants spend about 3-5 hours per month in advance of the event, with increasing time commitment as the event date gets closer.

**Training/Support:** Training is hands-on as needed. The Operations Manager will be available to provide any support necessary and to answer questions.

**Benefits:** A fun and meaningful volunteer experience collaborating with Penn alumni in helping to plan a successful event for the organization

*While PennPAC volunteers are alumni of the University of Pennsylvania, PennPAC, Inc. is a separately incorporated 501(c)(3) nonprofit organization, not affiliated with or controlled in any way by the University of Pennsylvania.*



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