

ImPACt Event Role: IMPACT LEADER

Purpose/Objective: ImPACt Leaders are responsible for helping to plan one of PennPAC's single evening, ImPACt events. Through these events, PennPAC volunteers work with either a nonprofit's constituents on a skills-based program or they work directly with the nonprofit to conduct a single-evening strategy session on an issue or topic of importance to the client.

Location: The ImPACt Leader will complete his/her role through a combination of remote work as well as physical attendance at the ImPACt event.

Key Responsibilities:

- Develops strategy and goals for the ImPACt event.
- Participates in calls with Client and ImPACt team.
- Ensures that project scope and date are confirmed with client in a timely manner.
- Assists with event planning and logistics.
- Manages communications with volunteers for consultative events.
- Serves as a leader during the actual ImPACt event.

Reports to: Executive Director/Operations Manager

Qualifications: ImPACt leaders should have leadership skills, time management skills and project management experience. Previous participation with an ImPACt event is also helpful.

Length of Position: The ImPACt Leader's role will run for several months while the ImPACt event is being planned through to its execution.

Time Commitment: All ImPACt events are limited to a single date, generally lasting no more than three (3) hours, inclusive of all event activities. The ImPACt Leader will also provide additional pre-event hours helping to schedule and plan the ImPACt event. Generally, there are three (3) ImPACt events held annually.

Training/Support: All information necessary to serve as an ImPACt Leader will be provided to the volunteer. Additional support will be provided from both PennPAC's leadership and the Client's team as needed and onsite.

Benefits: A fun and meaningful volunteer experience, working with other Penn alumni while gaining valuable project and leadership skills. Gain exposure to the nonprofit industry and ImPACt client.

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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www.pennpac.org
info@pennpac.org