

Event Team Member

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time

TEAM: **Development & Partner Engagement**

SUPERVISOR: Melissa Ciavarella

TIME COMMITMENT: Varies Seasonally / Availability

IN-OFFICE/REMOTE: In-Office Remote Flexible

RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

GENERAL ROLE DESCRIPTION

To bring your experience, talents, ideas, and time to help plan, prep, and/or execute various fundraising events or campaigns throughout the year. As a non-profit organization, we rely on donors to do the work we are committed to and with a very small staff, we need others to join the team to accomplish the fundraising goals.

RESPONSIBILITIES

This will vary depending on availability and desired role. Based on those factors, we will work together to create a job description that is tailored to the individual. It can be an area lead or a team member (EX: Big Picture/Planning, Logistics, Decor, Project Manager, Registration Coordinator, etc.) Once that is determined, the following would be a general description of responsibilities:

- Coordinate with the Director of Development & Partner Engagement with regular check-ins
- Attend scheduled meetings
- Completion of tasks based on the planning calendar
- Ability to work independently and collaboratively with the team to accomplish goals
- Attend the event as a member of the Team!

QUALIFICATIONS AND REQUIREMENTS

- Minimum 21 years of age
- Must be willing to use own cell phone, computer, and transportation
- Must download and use the Reset180 communication app - Slack
- Submit and pay for an online background check
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual