

# Volunteer Position Description

<b>Position Title:</b>	Marketing Volunteer – Event Planning and Sponsorship Coordinator
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
The Marketing Volunteer is responsible for assisting the coordination and implementation of a variety of major and minor special events and projects, both internal and external, for the system; developing and creating displays for various service lines; assisting in writing, editing and proofreading event collateral materials; and designing basic promotional/informational pieces for events and displays.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Clear and concise communicator</li><li>• Good design, layout and desktop publishing skills</li><li>• Excellent creative, artistic and interpersonal skills</li><li>• Very organized and detail-minded, be able to handle numerous projects at once in a professional manner and be a self-starter</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Answer phones and direct calls to appropriate staff</li><li>• Greet and direct visitors</li><li>• Assist in the development and implementation of a variety of major and minor special events for the system</li><li>• Maintains appropriate records to assist with future planning</li><li>• Works with marketing coordinator(s) to most effectively promote the event to maximize press coverage</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Accuracy</li><li>• Clear and concise communicator</li><li>• Handle numerous projects at once</li><li>• Professional</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• 30 hours per week</li><li>• Days and times are flexible</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Business casual attire</li></ul>	