



Volunteer Opportunity

Events Assistant

Duties Include:

- Communicating with events-related vendors and providers via phone and email
- Printing nametags, lists, and invitations
- Preparing and sending invitations via email and US mail
- Updating events database
- Events research

Required Experience:

- PC computer experience
- Typing skills
- Attention to detail
- Working as part of a team
- Comfortable with MS Word and Excel
- Experience with email programs
- Ability to follow instructions

Preferred Experience:

- Events assistance