



## Capital Campaign Launch Party Team Member Position Description

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Number of Volunteers Needed: 2-3

Qualifications:

Help the Co-op plan a fun virtual event to kick off the Capital Campaign! This Kick is tentatively scheduled for Sunday, September 27th. Launch Party Team members should enjoy event planning and bringing people together. Experience with Google Drive platform and virtual meetings/events helpful but not necessary.

Skills requested

- Generate creative ideas for virtual events
- Ability and intent to be a team player
- Strong communication skills (mostly planning virtually through e-mail communication)
- Willingness to co-host a virtual event

Responsibilities of the Capital Campaign Launch Party Team:

Plan & execute a fun and celebratory Capital Campaign Launch event, determine format for event, work with communications team to design and send invitations, generate run of show, reach out to and secure guest speakers and business partners, determine roles & logistics for a virtual run of show.

Time commitment:

This is a short term volunteer role requiring 5-15 hours per week (depending on your availability) during the month of September.