

Royal Daughters of GOD, Inc., Flossmoor, IL April 24, 2018 Job Description Position:
Scholarship Roundtable Planning Committee Member (SRPC) Volunteer/Internship

Royal Daughters of GOD, Inc., in Flossmoor, IL is seeking to fill our project based Scholarship Roundtable Planning Committee Member position with an enthusiastic, career minded, individual, with a strong work ethic and a commitment to teamwork. This position reports to the Volunteer Coordinator and has responsibility for assisting with the development and execution of planning for our Scholarship Roundtable participants and volunteers. This role consists of individual assignments and team collaboration.

As part of the Scholarship Roundtable team your primary duties will include but are not limited to:

- Meet required deadlines of the program.
- Refers to Gantt for guidance
- Effectively shares responsibilities with other team members

Event Support

- Assist in coordinating with vendors to ensure that all requirements are delivered and picked-up/returned in good and timely order
- Responsible for coordinating event, including planning menus and ensuring the event runs smoothly.
- Coordinate details of event
- Schedule speakers, vendors, and participants.

Logistical Support

- Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
- Keep inventory of backdrops, projectors, computers, and other display materials.
- Solicit, secure and manage the logistics of receiving items for raffles and giveaways

Fundraising Support

- Assist in developing and overseeing fundraising efforts for event.
- Assist in securing sponsorships.
- Assist in gathering information for community support upon venue selection.

Guest List

- Initiates, coordinates and/or participates in all efforts to publicize event.
- Create guests list.
- Send out invitations and manage RSVP list.
- Manage correspondence.

Role Requirements

Please Note: This position is an INTERNSHIP with supported training and development. If you are NOT SURE that you meet these qualifications please call us or email us.

Preferred Qualifications:

- Excellent mentorship and communication skills
- Excellent prospecting skills for securing donors and sponsorship
- Strong organizational and follow-up skills

- Excellent verbal and written communication skills
- Ambition, strong work ethic, and open to new ideas
- Demonstrated experience working with in an autonomous environment
- Demonstrated experience working in team environment
- Above average desktop computer skills with experience in MS Excel, Word, Publisher and Outlook
- Subject to clearing background screening
- Demonstrated experience working in team environment

***If you're seeking to gain experience and are seeking a fast paced environment and challenging opportunity in a small company with a unique corporate culture please apply now.

Job Snapshot

Pay: Volunteer

Employment Type: Internship/Community Service Hours

Job Type: Sales, Marketing, Internship

Education: Majors: Accounting, English, Finance, Educational Leadership

Experience: Not specified

Manage Others: Not specified

Industry: Non-profit, Education, Community Service

Required Travel: None

Project term: Program based up to 1-year

For immediate consideration please email resume to rdoc@royaldaughtersofgod.org
Use subject line: Scholarship Roundtable Planning Committee