



Events
Volunteer –
Annual
Luncheon

Location:
Oakland

Position Title: Annual Gala Luncheon Volunteer

Supports: Chief Programs Officer, Development Team, Volunteer Coordinator

Position Summary: Works with the Volunteer Program Coordinator and development Team on our Annual Luncheon. This special event volunteer will provide program support by preparing for our Gala Luncheon and performing tasks leading up to the event.

Essential Responsibilities:

- Helping with invitations and tracking RSVPs and reservations
- Keeping updated communications with luncheon venue: menu, room set-up, A/V and other equipment needs
- Making sure that materials are at site day of event
- Maintain coordination of Staff and Volunteers at the event

Requirements:

- Must complete a LiveScan background check that is paid for by Catholic Charities
- Must complete an online training on recognizing and reporting abuse
- Must commit to volunteer 3 hours per week until event
- Familiarity of Raiser's Edge 7.96 Special Events module – desirable but not necessary

Agency Culture:

Catholic Charities East Bay provides innovative solutions to help people who struggle with poverty and other complex issues. We work with youth, children, and families to promote self-sufficiency, strengthen families and pursue safety and justice. Help is offered through counseling, case management, financial support when facing a housing crisis, and more. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race, ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief.