



Position: Development Event Assistant

Supports: Development Department

Position Summary: Assists Development with planning events, and planning speaker series, including luncheons, social hours, and charitable events. As such, a volunteer in this capacity must be friendly and positive.

Essential Responsibilities:

- Experience planning luncheons, social hours, and charitable events.
- Development a project plan and budget for each event.
- Recommend and research venues.
- Maintain accurate and organized files for each event.
- Assists with the preparation of post-event reports and final summaries.
- Create and send thank you letters for each event.
- Assist in developing presentations needed.
- Assist with event day set up, event day, and managing helpers.

Requirements:

- Must complete a LiveScan background check, paid by Catholic Charities
- Must complete all required volunteer forms.
- Strong communication skills: verbal and writing
- Basic proficiency with Microsoft Office
- Must be able to volunteer 6 hours per week.

Who we are: Since 1935, Catholic Charities East Bay's mission has been to support children, youth, families, and seniors from crisis to stability and well-being. Our lines of service include rental assistance to prevent eviction, youth mental health services that disrupt cycles of violence and help young people succeed, and immigration legal services. We welcome and serve everyone who has qualities for our programs. Our three main offices are in Oakland, Richmond, and Concord, serving Alameda and Contra Costa County.

Volunteers are the heart of our business and Catholic Charities East Bay offers various volunteer opportunities in Alameda and Contra Costa counties!