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Volunteer Position Description **Chapter Event Coordinator - Location**

Room to Read is creating a world free from illiteracy and gender inequality. We are achieving this goal by helping children in historically low-income communities develop literacy skills and a habit of reading, and by supporting girls as they build skills to succeed in secondary school and negotiate key life decisions. Room to Read collaborates with local communities, partner organizations and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale.

The Opportunity

As Room to Read continues to scale, we continually look for passionate, results-driven, entrepreneurial people to join our team. If you would enjoy a volunteer environment that has a global impact on literacy and girls' education, we invite you to explore a unique, meaningful opportunity with us.

The **Chapter Event Coordinator** position spearheads all event efforts in the **Location** region to promote fundraising events (both virtual and/or in-person) on behalf of Room to Read. The role is a flexible, exciting volunteer position that collaborates with the Chapter Leader as well as global and regional Room to Read staff members.

Duties & Responsibilities:

- Collaborate with the Chapter Leader as well as other regional Chapter volunteers
- Contribute to annual plans (focused on event activities) that are submitted by the Chapter Leader to the Room to Read team
- Leverage standardized event processes, tailoring them, as applicable, for regional needs; these may include:
 - Reviewing other Chapter event plans and recommending a strategy for the region based on proven practices
 - Leading all efforts to conceptualize, initiate, manage and review virtual or in-person events for the Chapter
 - Communicating and coordinating regional goals with the global or regional Room to Read team
 - Ensuring compliance of in-person events with Room to Read COVID-19 guidelines

- Planning all elements of virtual and/or in-person event needs, including all details to promote the event, determine the event budget and fundraising strategy, coordinate food or location plans, obtain sponsors, organize auction donations, identify invitation and RSVP strategy, and all other elements based on the event type, size and objective
- Submitting requests to advertise event details on the Room to Read website and within the Chapter Network, and managing events through approved digital platforms
- Using approved event ticketing systems to manage invitations and purchases
- Following auction or raffle guidelines per local regulations, and leveraging recommended online auction platforms
- Using approved media outreach resources and policies, as needed, to promote the event
- Promoting online donations and following outlined processes for donations that are not made online (e.g. cash, check, etc.)
- Reporting event successes and managing donor lists
- Engage with other volunteers in similar roles to collaborate and leverage expertise
- Stay current with Room to Read messaging, annual plans and events as well as key Global campaign calendars
- Adhere to data protection regulations and privacy policies, and media outreach guidelines to ensure compliance

Qualifications:

Required:

- Committed and reliable with the ability to start or maintain virtual or in-person events
- Self-motivated, flexible and able to work without close supervision
- Extremely detail-oriented, accurate and organized
- Adept at using various digital platforms (e.g. Zoom, Microsoft, etc.) for virtual events, and at coordinating all on-site details for in-person events
- Excellent written, verbal, and interpersonal skills in English
- Collaborative and creative/innovative

Preferred:

- History of dedicated volunteer activity and/or commitment to nonprofit organizations
- Prior success leveraging social media platforms to promote a brand
- Demonstrated ability to plan and execute development activities
- Flexibility to adapt based on market trends
- Ability to take on ad hoc projects, as needed

Compensation:

This is a volunteer opportunity; compensation will not be offered. However, this position offers a unique opportunity to join a network of Chapter Leaders who are part of a Global effort to transform literacy and girls' education around the world. Join our non-profit volunteer base and

be part of an innovative, meaningful and growing team. The role is flexible and tailored to meet the needs of various regional markets.

To be successful at Room to Read, you will also:

- Have passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Be a proactive, innovative thinker who achieves results and creates positive change
- Have a very high level of personal and professional integrity and trustworthiness
- Embrace diversity and a commitment to collaboration
- Thrive in a fast-paced and fun environment

Room to Read is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.

EOE/M/F/Vet/Disabled

