

Job Title: Event Committee Member | MVMC

Purpose: The Moab Valley Multicultural Center runs on the funds we raise. One of the best ways to give back to the MVMC is by volunteering to help plan for and fundraise for our four annual events: Multicultural March (March), a Spring Cultural Event (late spring; switches each year), Dancing with the Moab Stars (September), and Día de los Muertos (End of October). The event committee advises and helps prepare for each event. We convene approximately one month prior to each event and discuss needs and how to address them. Additionally, many Event Committee Members also volunteer at the event itself.

Location: Moab Valley Multicultural Center (MVMC); 156 N 100 W, Moab UT

Key Responsibilities:

- Advise on event planning.
- Bring new ideas and perspectives to help us plan better events.
- Be an ambassador for the MVMC at local Chamber of Commerce Meetings, Fundraising groups, and in public.
- Recruit sponsorships and in-kind donations.
- Attend Event Committee meetings.
- Hang fliers around town.
- Make announcements and invite friends to attend.
- Other duties as assigned.

Reports to the Volunteer Coordinator of the MVMC.

The Length of Appointment: The Event Committee Members serve for one calendar year. After this appointment, there is a review. Members may be reappointed following review.

Time Commitment: There are 4-8 meetings throughout the year. In addition, members may volunteer at each event.

Qualifications: Fundraising skills; event planning skills; positive attitude; ability to problem-solve.

Support: Training for this position will be provided on an as needed basis. Also, the Volunteer Coordinator will be available for questions and assistance.