

## Volunteer – Job Description

<b>Role Title:</b>	Event Coordinator Volunteer		
<b>Department:</b>	Direct Marketing	<b>Long term Or Short term</b>	Mid term
<b>Reports To:</b>			
<b>Day(s) per Week required:</b>	1-2	<b>Weeks / Months required:</b>	6 months
<b>Start Date:</b>	ASAP	<b>End Date:</b>	20 <sup>th</sup> December

### OBJECTIVES

Medecins Sans Frontieres/Doctors Without Borders (MSF) is an independent international medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusions and natural or man-made disasters.

In December 2021, MSF is celebrating its 50<sup>th</sup> anniversary and to celebrate, is organizing a Photo Exhibition across 4 cities to showcase the impact of the last half century.

We are seeking an enthusiastic and knowledgeable event volunteer to join our team and help organize this exciting event. The Coordinator will be responsible for sourcing venues, catering, logistical support and managing various relationships with suppliers, as well as helping with the actual event (setup and pull down) if the Coordinator is located in a city where the exhibition will take place.

### Main tasks and responsibilities

- Providing support to the organising committee with all event related activities
- Sourcing & comparing quotes from venues
- Researching local catering options within budget requirements
- Liaising with local contacts ensuring smooth roll out
- Helping with all creative input such as invitation design
- Researching and tracking all related costs such as travel, accommodation etc (although this role is not responsible or accountable for the budget)

### Essential Skills

- Experience in managing events
- Strong skills in managing administrative processes
- Strong organizational and time management skills
- Excellent stakeholder management and communication skills both written and verbal
- Ability to identify issues or areas of risk in event processes.

### Desirable Skills

- Tertiary qualifications in events, marketing, communication or other related discipline desirable

### Benefits of the Role to the volunteer and for the organization

- Grow and diversify your skillset, experience and knowledge
- Gain experience in relationship management & develop strong organisational skills
- Build confidence whilst informing the development and delivery of this project
- The volunteer is not only contributing to the overall success of MSF and this project but also helping a charitable cause