



Special Event Coordinator Volunteer Description

Organization	Red Lodge Area Community Foundation
Contact Info	Sue Bury volunteer@rlacf.org www.rlacf.org
Title Position	Special Event Coordinator
Brief Description	Join our fundraising team to explore ideas, create and carry out exciting fundraising events. We're looking for someone to help out with our upcoming Annual meeting and membership drive January through March.
Time, Place, Duration	On-site, flexible hours. ~2 hours a week, with more hours week of event. January-March.
Qualifications/Interests	Excellent organization and writing skills, experience with event planning, communications, sales, marketing, or public relations.
Training and Orientation	1 hour organization orientation and training.
Organization Details	The Red Lodge Area Community Foundation builds community and connects people by catalyzing change and sharing resources to build a strong, vibrant, resilient, inclusive community.
Why is this important?	Fundraising will greatly impact the many foundation programs serving the Red Lodge community.