Special Event Project Assistant

*Major Objective:* Assist the Development Team with fundraising events through various projects both off-site and on-site. Schedule is flexible and variable throughout the year based on the organization’s events schedule.

*Duties:*
- Event preparation through at home or onsite projects.
- Projects available on one-time basis or repeat basis.
- Potential for event promotion throughout the Northern Colorado community (flyer distribution)
- Ability to work within a specified timeline
- Some projects may require a group effort, therefore we encourage you to get friends or family involved if needed. In those cases, you may act as project lead once trained by staff.

*Training:*
- Attend Volunteer Orientation
- Interview with a member of the Development Team
- Program training with Development Team as needed

*Commitment:* Variable depending on projects and events.

*Volunteer Profile:* Detail-oriented, professional, quick-learning individual. Good communication skills and ability to closely follow instruction. Creativity and craftiness a plus, but not required. Email access required.

*Volunteer Benefits:*
- Various levels of involvement available dependent on your schedule
- Option to attend fun events and meet new people
- Ability to make a difference in the lives of homeless animals by raising funds to sustain high-level care

*Supervision:* Overseen by members of the Development Team