



Bling Fling Event Coordinator

Position Title: Bling Fling Event Coordinator

Position Type: Community Office Supporter

Purpose: To plan, organize, manage, and execute the Bling Fling event

Location: Peace House Community Office, Storage Unit, and off-site at Bling Fling events

Key Responsibilities:

- Coordinate the organization of Bling Fling sale items
- Recruit and manage Bling Fling volunteers
- Plan, schedule and design all Bling Fling events
- Assist the Development and Communications Manager with Bling Fling marketing

Supervised By: The Volunteer Coordinator

Task Supervisor: Development and Communications Manager

Time Commitment: 2-4 hours per week, additional hours as needed

Length of Commitment: Minimum of 1 year, starting in December

Physical/Age Requirements: 18 years or older

Qualifications:

- Willingness to lead and take initiative
- Experience with event management and retail
- Volunteer management experience preferred
- Excellent communication skills
- Highly Organized and task oriented
- Experience with strategic planning

Training Required: Volunteer Orientation

Dress Code: Variable- Casual and Business Casual

Benefits: Flexible schedule, incredible group of volunteers to work with, first look at Bling Fling Items