



ParentJobNet

Connecting Parents with Opportunities
A Non-profit Organization-501(c)(3)

EVENT PLANNING ASSOCIATE Volunteer Opportunity

Requirement: 5+ hours per week
Off-site: Home & Field
Benefits/Perks: PJN Staff Member
Company E-mail address

Other Benefits:

- The assurance that you, personally, are helping to further our mission
- Professional credits: useful for job-hunting purposes, especially if you are not currently employed
- Internship credits, as applicable
- Possible future paid employment

ParentJobNet, Inc., a non-profit 501(c)(3) organization, whose mission is to help parents and caregivers get jobs, enhance their careers, and become financially knowledgeable, is seeking a Event Planning Associate.

The Event Planning Associate will work closely with the Program Director in coordinating all corporate and company-sponsored events and programs.

Responsibilities:

- Planning and overseeing corporate involvement in PJN's events
- Soliciting company-sponsored events to benefit business professionals (parents) in school-based communities and PJN fundraising efforts
- Identifying and developing new company-sponsored events
- Implementing and overseeing company-sponsored events and job fairs
- Submitting confirmation and reminder notices

Requirements:

- Events planning experience
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Working knowledge of MS Word, Excel, PowerPoint, Yahoo Mail and Internet research
- Reliable home computer or laptop and Internet connection
- Ability to work independently as well as within a group structure

If interested, please send a cover letter and resume to info@parentjobnet.org for consideration. We will consider qualified candidates only. Be sure to type the name of the position in the "subject" field.