

## 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 prepare, educate, and connect public school parents and caregivers with job opportunities, enhance their careers, and help them 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](mailto:info@parentjobnet.org) for consideration. We will consider qualified candidates only. Be sure to type the name of the position in the "subject" field.