

VISION DINNER AUCTION 2023

ADMINISTRATIVE SUPPORT

Position Description:

This contract position serves to assist the Communications Manager and event staff by providing administrative and communications support for the Vision Dinner Fundraiser, March 4, 2023. This position will also serve as an active member of the team to meet the goal of securing 400 auction items and ensuring all items are ready for auction.

Reports to: Debi Watson, Community Partner Outreach Coordinator

Dates of Contract:

October 17-December 16: 16 hours/week for 8 weeks

January 3-March 10: 24 hours/week for 10 weeks

Primary Responsibilities:

Assist in managing the Master Vision Dinner Auction Item list to ensure each item is entered and packaged appropriately in Microsoft Excel.

Learn GiveSmart software and serve as an Administrator for the Auction process.

Assist in transitioning the Master Vision Dinner Auction Item list to GiveSmart 2 weeks prior to the event and then entering new auction items as they continue to arrive.

Assist with contacting potential auction donors and actual auction donors to secure donations and confirm complete auction item details.

Assist with incoming auction items, sorting them into potential packages and working with the auction basket team for photos, bundling and data entry.

Schedule & Compensation:

October 17-December 16: 4 hours per day Monday-Thursday (hours to be agreed upon between 9am and 4pm)

January 3-March 10: 6 hours per day Monday-Thursday 9:30am-3:30pm

Other duties as assigned:

Flexibility in schedule is necessary as Vision Dinner approaches, and additional hours and duties may be assigned.