



# **The Urban League of Metropolitan St. Louis, Inc.** **Volunteer Position Description**

**Position Title:** Special Events Assistant

**Immediate Supervisor:** Director of Special Events

## **Job Description**

The Special Events Assistant is responsible for assisting the Director of Special Events, Public Relations, and Development staff with planning, organizing, researching, and implementing details of the events. Examples of events may include providing assistance during the annual golf tournament, Ebony Fashion Fair, and other community events. This position requires a pleasant personality, and an ability to use word processing and desktop publishing software.

## **Available sites include:**

- 3701 Grandel Square

## **Time Commitment:**

Requires a minimum commitment of 2 hours, 2 days per week and during agency fundraising events.

## **Hours of Operation:**

- Monday thru Friday - 8:30 am – 5:00 pm
- Events include some evenings and Saturdays

## **This opportunity is available to**

- Adolescents
- Adults
- Small groups during special events (2 – 10)

**Contact Person:** For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

**Address:** 8960 Jennings Station Road, St. Louis, MO 63108