

# **VOLUNTEER NEEDED**

## **Silent Auction Coordinator**

OC Human Relations is looking for a dedicated volunteer to plan and coordinate our Silent Auction for our Annual Awards Banquet in May, 2010. This project will take about six months starting in October or November and will conclude on the day of the event. This is a great opportunity for a dedicated volunteer to gain valuable work experience in a friendly, rewarding and motivating work environment.

### **Agency Description:**

OC Human Relations provides programs to foster mutual understanding among residents and eliminate prejudice, intolerance and discrimination in order to make Orange County a better place for ALL people to live, work and do business. We strive to create a future where our county's diversity is realized as a source of our strength and build bridges of understanding to make our community a place where all people are valued, respected and included.

### **Job Description:**

The Silent Auction Coordinator will be responsible for working with Board members, Community Partners and Staff to identify and procure donations for the silent auction and coordinate the event on the day of the auction.

### **Responsibilities Include:**

- Scheduling meetings, setting agendas and sending meeting notes/reminders to committee members.
- Following up with committee members to procure donations of auction items
- Completion of donation forms and maintaining records of donated items.
- Coordinating correspondence materials, acknowledgement letters, etc.
- Working with other volunteers and staff to prepare for the day of the silent auction
- Organizing auction on day of the event

### **Skills Required:**

- Good communication and people skills
- Ability to work both independently and as part of a team
- Good organizational skills
- Ability to set agendas and chair meetings
- Ability to work with diverse people in a respectful and diplomatic manner
- Computer skills to be able to create and send documents, e-mails, etc.

### **Hours and Time Commitment:**

- This project requires approximately a six-month commitment – beginning in either October or November, 2009 until the day of the event on May 6, 2010.
- It will require 5 to 10 hours a week, with more time needed as the event draws near, preferably during our office hours of 8 to 5, Monday through Friday, although much of the work could be done from the volunteer's home.

For more information or to apply for this exciting opportunity, please contact:

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