

# Bridge Food Center

## Job: Event Planner

The Bridge Food Center is a volunteer run grocery store helping the ALICE (Asset Limited, Income Constrained, Employed) population. A supervisor and several volunteers are needed each day that the Bridge is open to serve customers. There are also volunteers needed outside of the daily activities. The annual golf outing is the big event of the year and one way we help cover expenses at the Bridge. There are smaller events throughout the year that bless our customers in other ways.

**Description:** The Event Planners will understand and be able to communicate passionately about the mission of the Bridge. Documenting the process is critical to ensure ongoing consistency and ease of planning this event. The planners will coordinate scheduling with the golf course, communicate with the golfers, work with sponsors to ensure proper signage, payment, etc. Several volunteers are needed the day of the event so coordinating and communicating expectations is part of this role.

Number of People Needed:

- 2 individuals working together

Time Commitment:

- ~5 hours a month
- Full day 4th Thursday of September

Frequency:

- Flexible hours leading up to the event

Requirements:

- 1) Good communication skills
- 2) Organizational skills