



# LEADERSHIP *in* SUSTAINABILITY

## AWARDS

### 2011 VOLUNTEER POSITIONS

**Advertising & Marketing Coordinator** – Coordinate email promotions; develop flyers as needed; manage Facebook ads, posts and buzz; assist with website updates. (2-6 hrs/wk, July to early Nov.)

**Event Logistics Coordinator** – Schedule meetings; manage event timeline; coordinate venue floorplan, displays, technology, and setup; other logistical tasks as needed. (2-4 hrs/month, May-Sept., then 2-4 hrs/wk, Oct. to mid-Nov.)

**Film Maker** – Interview and film award winners on location about their work; edit and produce one 2 minute film for each award winner to be shown at event. (4-6 hrs/wk, Aug. to early Nov.)

**Media Coordinator** – Manage relationships with media outlets; coordinate press releases and coverage; provide content when needed. (2-4 hrs/wk, Aug. to mid-Nov.)

**Program Brochure Coordinator** – Collect and organize written content, images, and ad artwork from staff, volunteers, award winners, presenters, and sponsors; work with graphic designer to design and edit brochure. (4-6 hrs/wk, Sept. to mid-Nov.)

**Silent Auction Coordinator** – Solicit, collect and manage donations for silent auction; develop promotional materials for donated items; manage silent auction logistics during and after event. (4-6 hrs/wk, Aug.-mid-Nov.)

**Sponsorship Coordinators** – Recruit sponsors; manage correspondence and relationship with sponsors; coordinate sponsor benefits and promotions. (4-6 hrs/wk, May-mid-Nov.)

**Ticketing & Registration Coordinator** – Oversee ticket sales and registration details; recruit and manage table hosts; coordinate table and seating assignments. (4-6 hrs/wk, Sept. to mid-Nov.)

To learn more, contact Amie Glass at [amieglass@ecoleader.org](mailto:amieglass@ecoleader.org) or (707) 578-9133.