Boulder Valley Women’s Health Center

Website: http://www.boulderwomenshealth.org/

Organization Address: 2855 Valmont Rd., Boulder, CO

Position Title: Development Event Assistant

Desired Start and End Date: May – August, 2017

Organization Description:

About BVWHC

The mission of Boulder Valley Women’s Health Center is to provide accessible, confidential and comprehensive gynecological and reproductive healthcare, including sexual health services and education. We are an independent, nonprofit clinic, locally-founded in 1973, with clinic locations in Boulder and Longmont. We serve approximately 4,000 patients each year: ~25% are teens; ~25% identify as Latina; and the majority are low-income.

Position(s) Description:

The Development Event Assistant collaborates with the Development & Administrative Coordinator and the Development Director to support fundraising event planning and other development activities for Women’s Health. The Development Event Assistant will learn about all aspects of the organization in order to inform their work on behalf of Women’s Health.

Schedule: 30 hours per week for ~12 weeks, to be completed between Monday-Friday 9am-5pm with occasional evenings and weekend shifts possible. Exact hours and start date flexible.

Summary of Responsibilities:

Annual Fundraising Event Activities

- Assists with execution of Condom Couture event production schedule and communications plan
- Sits on event planning committee and completes meeting minutes

Contact Information

If you have any questions, please contact the PIIE Program Director.
• Solicits in-kind donations to support live auction, goodie bags, and more
• Ensures event inclusion in all appropriate community calendars
• Utilizes master spreadsheet to track progress and organize all event details

General Development Activities
• Supports Development & Administrative Coordinator with social media, donation acceptance, and other projects such as filing, scanning, mail merging, data entry, etc.
• Assists Development Director with research and analysis of data related to organizational goals and objectives
• Identifies opportunities for Women’s Health to be included in a variety of appropriate online and printed outside communication channels for outreach purposes
• Assists with general administrative duties and projects as assigned

Additional Responsibilities:
• Gains a holistic understanding of the mission, values and services of Women’s Health
• Acts as an ambassador of Women’s Health while promoting fundraising events & doing community outreach
• Participates in regular check-ins with supervisor

Note: Specific duties are subject and open to change based on the selected individual’s interests and experience as well as the current needs of the organization.

Qualifications:
• Must support reproductive freedom
• Strong organizational skills, attention to detail, and ability to prioritize projects required
• Comfort working on a team and ability to effectively communicate orally and in writing
• Excellent computer skills including proficiency in MS Office and Google Drive