

Volunteer Event Planner

Position Overview

The Event Planner plays a key role in bringing FYF's mission to life through a high-impact, in-person community event connected to the release of a book written by a young person. This volunteer will be responsible for planning and coordinating all logistical aspects of the event, creating a welcoming and professional experience for attendees while allowing FYF staff to focus on program content and relationships.

The ideal candidate is highly organized, detail-oriented, and comfortable managing timelines, vendors, and on-site logistics. They enjoy bringing events together from concept to execution and are confident handling both pre-event planning and day-of coordination. This role is well suited for someone who thrives behind the scenes and takes pride in making events run smoothly.

Responsibilities

1. Event Planning & Coordination

- Plan and coordinate all logistical aspects of the book-release event in collaboration with FYF staff.
- Develop and manage an event planning timeline, checklist, and task list.
- Identify and secure an appropriate event location, preferably a donated or low-cost venue, and coordinate logistics with the venue.
- Coordinate event layout and flow, including seating, registration, and accessibility considerations.

2. Pre-Event Logistics & Guest Management

- Manage event invitations, RSVPs, and attendance tracking using FYF-approved tools.
- Coordinate event details with FYF staff, including timing, run-of-show logistics, and space needs.
- Arrange food and beverages if applicable, including donated items, catering, or refreshments.
- Coordinate technology needs such as microphones, speakers, projection, or recording as required.

3. Day-of Event Execution

- Serve as the primary point person for on-site logistics on the day of the event.
- Oversee event setup and breakdown, including seating, signage, registration, and technology.
- Coordinate volunteers or helpers as needed to support check-in, food service, or general event flow.
- Troubleshoot logistical issues in real time to ensure a smooth and positive attendee experience.

4. Donor Experience & Support

- Support the event structure to allow for a clear and respectful ask for monetary donations, while keeping the event free and accessible.
- Ensure donation materials (e.g., signage, QR codes, pledge cards, or giving instructions) are prepared and available as directed by FYF staff.
- Help create an environment that encourages engagement, connection, and support for FYF's mission.

5. Communication & Follow-Up

- Communicate regularly with FYF staff regarding planning progress, needs, and risks.
- Provide a brief post-event summary including attendance, logistical notes, and recommendations for future events.
- Support staff with any needed follow-up related to event logistics or documentation.

Deliverables

- A secured venue and completed logistical plan for the book-release event.
- A coordinated invitation and RSVP process.
- A smoothly executed, well-organized in-person event.
- A post-event summary with lessons learned and recommendations.
- Participation in planning meetings with FYF staff leading up to the event.

Reporting

The Event Planner will work in collaboration with the Communications and Marketing Team, under the guidance of the Incoming-CEO/Executive Director.