

## **Job Title: Volunteer Assistant Event Planner**

### **About Fierce N Fit Special Needs Charitable Organization:**

Fierce N Fit is a dynamic and compassionate Registered Charity dedicated to enhancing the lives of individuals with special needs. Through various programs, advocacy, and support, we strive to empower, inspire, and make a difference in the special needs community.

### **Job Summary:**

Fierce N Fit Special Needs Charitable Organization is seeking a motivated and detail-oriented Volunteer Assistant Event Planner to support our event planning initiatives. This role will work closely with the Event Planner and the leadership team to contribute to the successful execution of various events that promote inclusivity and enhance the well-being of individuals with special needs.

### **Responsibilities:**

**Logistics Assistance:** Assist in coordinating event logistics, including venue setup, decorations, signage, and overall event coordination.

**Vendor Coordination:** Support the coordination of vendors, sponsors, and community partners to ensure the seamless execution of events.

**Volunteer Support:** Assist in recruiting, training, and coordinating volunteers for events, ensuring they are well-prepared and understand their roles.

**Participant Engagement:** Contribute to creating a welcoming and inclusive atmosphere at events, promoting participant engagement, and ensuring the needs of individuals with special needs are met.

**Promotion and Marketing Assistance:** Support the marketing team in creating promotional materials, including flyers, social media posts, and newsletters, to increase awareness and encourage attendance.

**Data Collection:** Assist in collecting participant feedback during events and contribute to post-event reports for the leadership team.

**Administrative Tasks:** Help with various administrative tasks related to event planning, including scheduling, communication, and document organization.

### **Skills and Qualifications:**

- Passion for working with individuals with special needs and promoting inclusivity.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively in a team and take direction effectively.
- Flexibility to adapt to evolving event needs.
- Availability to assist during evenings, weekends, and occasional late-night hours for events.
- Basic proficiency in MS Office Suite is a plus.

**Benefits:**

- Gain hands-on experience in event planning and coordination.
- Contribute to creating meaningful and inclusive events for individuals with special needs.
- Work closely with a passionate team dedicated to making a positive impact.
- Networking opportunities with community partners and sponsors.
- Letter of recommendation or reference upon successful completion of the volunteer term.

**How to Apply:** If you are enthusiastic about contributing to the physical empowerment of individuals with special needs through boxing, please send to [info@fiercenfitboxing.com](mailto:info@fiercenfitboxing.com):

1. Your resume or relevant experience.
2. A brief cover letter outlining your interest.
3. Provide the name, relation and phone number of two personal references.
4. Days and times you are available to volunteer.

We look forward to welcoming you to the Fierce N Fit team!