



Volunteering with WomenVenture

EVENT VOLUNTEER

Event volunteers support WomenVenture's Advancement & Marketing team in the execution of internal and external events. Opportunities include WomenVenture exhibitor tables, staff gatherings, and crafting innovative events that will bring together WomenVenture staff, clients, alumni, volunteers, and the broader community.

This volunteer role is for anyone who loves seeing events come to life. You do not need to have event-planning experience. Whether you work in IT, human resources, or on the production line, this role is for anyone who has a passion for connecting with people and creating events that highlight and support WomenVenture.

This position gives you the opportunity to volunteer once or as many times you would like.

Event Design

Collaborate with WomenVenture's events team to create engaging events and programming to highlight our clients, staff, and community.

Event Research

Support the events team by conducting research into venues and vendors that align with WomenVenture's mission, are within budget, and ensure equitable representation.

Brand Ambassador

Represent WomenVenture at partner events to share information on our programs and services, engage with the community, and support fundraising efforts.

Preferred Skills and Experience:

- experience networking and crafting relationships in a business or nonprofit setting
- commitment to excellent customer service
- passionate about organization
- attention to detail
- a love of spreadsheets, checklists, and process



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EVENT VOLUNTEER, CONTINUED

What You Gain:

- Hone your event planning skills
- Research skills
- Brand skills
- Recognition at WomenVenture events and in our annual impact report
- Resume-building opportunities for that event planning position you have your eye on

If you have specific skills and experience that you think might be useful—such as event management, operations, or leading teams—please let us know when you apply.

Time commitment: 2 - 4 hours or project-based