

Event Planning & Coordination Volunteer

Blessed Emilina Apostolate

Position Overview

The Event Planning & Coordination Volunteer supports the President of Blessed Emilina in the development and execution of monthly apostolate events. This role helps bring the mission to life through well-organized, beautiful, and spiritually enriching gatherings.

Working closely with the President, this volunteer assists with planning logistics, vendor coordination, volunteer recruitment, and day-of execution. This role requires strong organization, initiative, and a servant-hearted leadership approach.

Key Responsibilities

Event Planning & Development

- Collaborate with the President to conceptualize and plan monthly events
- Research and assist in securing venues, caterers, and other vendors
- Support budgeting considerations and logistics planning
- Assist in identifying and recruiting speakers aligned with the apostolate's mission

Event Logistics & Coordination

- Create detailed event timelines and "run of show" documents
- Coordinate communication between speakers, venues, caterers, and vendors
- Ensure contracts, agreements, and logistical details are organized
- Confirm all event elements prior to execution

Volunteer Recruitment & Leadership

- Source and recruit volunteers as needed for events
- Clearly communicate roles and expectations to volunteers
- Lead and direct volunteers on the day of the event
- Foster a positive, mission-driven volunteer experience

Day-of Event Execution

- Assist with event setup and breakdown
 - Help manage registration/check-in tables
 - Serve as point of contact for speakers, venue staff, caterers, and vendors
 - Troubleshoot logistical issues calmly and efficiently
 - Ensure the event runs smoothly and reflects the beauty and professionalism of the apostolate
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Qualifications

- Practicing Catholic who supports the mission and values of Blessed Emilina
 - Strong organizational and planning skills
 - Ability to multitask and manage moving parts
 - Professional and confident communication style
 - Leadership ability with a collaborative spirit
 - Calm and solution-oriented under pressure
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Time Commitment

- Approximately 3 hours per week for planning
 - Increased time commitment during event weeks
 - Availability required on event days
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Spiritual Disposition

Events are a primary way Blessed Emilina gathers women into community and formation. The Event Planning & Coordination Volunteer approaches this role as an act of hospitality and service — creating environments where encounter, beauty, and Catholic fellowship can flourish.