

Job Title: Volunteer Vendor/Volunteer Lead

Organization: N.E.W. Pride

Location: Northeastern Wisconsin

Duration: Immediately - September 22, 2024 (with the potential to continue this work in future years)

Job Description: We are seeking a dedicated volunteer Vendor/Volunteer Lead to join our team and help organize vendors/volunteers for the NEW Pride Festival. This position works directly with our Volunteer Chairperson.

This role offers an exciting opportunity to lend your unique talents and gain hands-on experience in Volunteer/Vendor organizing while supporting a meaningful cause.

Responsibilities:

- Work with our Volunteer Chairperson to develop and implement scheduling for volunteers.
- Check in with volunteers throughout the day to make sure duties are being performed and everything is running smoothly in their areas
- Assist with the planning and organizing of vendors, including vendor placement, scheduling, and logistical arrangements
- Prior to N.E.W. Pride Festival, assist in identifying potential vendors, food trucks, volunteers, including but not limited to sending communications to potential leads, visiting potential leads (with our Volunteer Chairperson), and more.
- Assist with managing our volunteer database
- Other administrative and management duties as assigned.

Qualifications:

We are willing to work with and teach the right candidate for this opportunity. Please consider applying even if you don't meet every qualification.

- Strong leadership, decision making, and customer service skills.
- Computer/excel skills are a plus.
- The ability to stay organized in a fast-paced environment.
- MUST be available for N.E.W. Pride (this year's dates are September 20 & 21)
- Excellent written and verbal communication skills.
- Enthusiasm for LGBTQ+ advocacy and promoting diversity and inclusion.
- Creative thinking and problem-solving abilities.
- Ability to work independently and as part of a team.
- Possesses a calm, cool public demeanor and attitude in stressful situations.

Benefits:

- Contribute to the success of a meaningful community event that positively affects the lives of queer individuals in our region.
- No set schedule. Almost all work can be done remotely (besides day of responsibilities)

To Apply: Please submit a resume and cover letter outlining your interest in the position and relevant experience to. Please put "volunteer application" in the subject line. Applications will be reviewed on a rolling basis.

About Us: NEW Pride Festival is a vibrant celebration of the LGBTQ+ community in Wisconsin. This Pride has been volunteer-run since its inception in 2007. Our mission is to create a safe and inclusive space for all individuals to celebrate diversity and promote equality. The festival features live entertainment, local vendors, and community resources, attracting a diverse audience from across the region.