



Volunteer Opportunity:	National Headquarters (NHQ) International Services Department (ISD) Preparedness (PREP) Global Disaster preparedness Center (GDPC) Virtual Event Planner
Purpose:	This position supports the National Headquarters (NHQ) International Services Development (ISD) team. Specifically the Preparedness (PREP) unit. Support the Global Disaster Preparedness Center (GDPC) in planning and hosting virtual events such as meetings, workshops, and training sessions. Major projects include an early warning systems global virtual workshop in October 2021, and a GDPC/Preparedness team meeting including staff from all over the world.
Location(s):	Virtual
Responsibilities:	<ul style="list-style-type: none"> • Assist in research, planning, and execution of events in various regions, providing guidance and training, as necessary. • Collaborate with partners to arrange appropriate technology platform such as Zoom, Sched, etc • Create and manage event budgets and timelines • Create event run of show and production outline • Creating registration forms and tracking event attendance using various event platforms • Managing and tracking multiple project deliverables and timelines • Prepare event materials for website publication • Support event logistics such as scheduling, presenter communication, recording options, registration, etc. • Moderate event sessions as needed
Time Commitment:	20 hours per month
Qualifications:	<p>Required:</p> <ul style="list-style-type: none"> • Minimum 1-2 years experience in a non-profit environment • Demonstrated experience with virtual event planning and logistics • Experience coordinating a virtual event in the last 2 years • Familiarity with the available array of options for online event hosting and participation • Strong technology skills • Strong computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook) • High energy, flexibility, and ability to meet deadline demands • Excellent organizational and project management skills • Excellent management skills with the ability to lead, facilitate, motivate, and organize • Ability to problem solve and multi-task with numerous deadlines



	<ul style="list-style-type: none"> • Strong attention to detail • Excellent interpersonal, verbal and written communication skills <p>Preferred:</p> <ul style="list-style-type: none"> • Experience working within the Red Cross Red Crescent Movement • Bachelor's degree or equivalent experience • Some knowledge of on-site event planning • Tolerance for time-sensitive transactions and last-minute changes • Ability to work as a team and manage relationships with key stakeholders, strategic partners, and vendors • Website management or content/design experience
Length of Appointment:	6 months; renewable
Training Requirements:	Training will be provided

Interested individuals can [start here](#) by entering their zip code and then searching for the opportunity (use keyword: GDPC Virtual Event Planner) and following the instructions to start a volunteer application.

For questions, please email NHQVolRecruiter@redcross.org