



Job Title: Community Outreach Assistant

Purpose: Represent Five Talents at various Fair/Conference table exhibit events (Churches/CFC, etc.)

Location: Local, on-site wherever event is being held

Key Responsibilities:

- Two week advance scheduling is necessary for continuity
- Pick up exhibit materials at the Five Talents Office in Fairfax, VA one day prior to event
- Transport and set up exhibit materials to event and set up
- Present the Five Talents story to Fair/Conference attendees
- Gather contact information, notating any pertinent information from the conversation
- Return materials to Five Talents Office in Fairfax, VA
- Share results with the Development Officer

Reports to Development Officer

The Length of Appointment: As available

Time Commitment: Depends on the event. CFC Fairs at Government Agencies are usually three hours. Conventions are usually and all day or ½ day shift.

Qualifications: Must be a personal Five Talents supporter and knowledgeable about Five Talents history, mission and purpose. Training resources will be provided. Up-beat personality, pleasant speaking manner, dependable

Support: A suggested presentation will be provided. The Development Officer will be available for questions and assistance and any follow-up coordination.

Requirements: Willing to sign a Volunteer Agreement outlining donor privacy and confidentiality and proper use of Five Talents' internet resources.

To be considered for this volunteer opportunity, please submit a copy of your resume or a summary of relevant experience to: Volunteer@fivetalents.org