

# GO! NETWORK

## Role Expectations

<b>Job Title:</b>	<b>Member of Event Coordination Committee</b>	
<b>Reports To:</b>	<b>Event Coordination Director</b>	
<b>Completed By:</b>	Caren Libby	
<b>Date:</b>	April 8 <sup>th</sup> , 2009	

GO! Network, Growth and Opportunities for Professionals, is a community initiative that empowers personal and professional growth through life, education and career opportunities. This organization was established to serve the needs of individuals whose employment has been affected by the current economic environment. GO! Network's goal is to encourage, inspire, motivate and connect people to employment and entrepreneurial opportunities. The members of the Peer Advisory Committee are key contributors to making GO! Network a success.

### BENEFITS:

- Personal growth and development
- Working and networking with other members
- Contributing to others during their time in transition
- Opportunity to build your resume and stay sharp by sharing your expertise and experience

### POSITION SUMMARY:

The Event Coordination Committee will assist with weekly event logistics for GO! Network seminars. Volunteers will have access to a computer for online registrations, specific GO! Network computer files, copier, color printer and a telephone. Selected team members will be expected to actively participate in regularly scheduled meetings and deliver on assigned tasks. As a team we will uphold the mission, vision and values of the GO! Network.

### ESSENTIAL FUNCTIONS:

#### 1 Responsibilities as assigned by the Celtic Creative, Event Specialist:

- Update Registration List
- Create New Name Tags/ Organize in Alphabetical Order
- Print Weekly Handouts and/or PowerPoint Presentations
- Data Entry (GO! Network Surveys)
- Check GO! Network Voicemail & Respond to Participants
- Décor Set Up (if needed)

#### 2 Desired qualifications:

- Working knowledge in Event Coordination
- Ability to take charge and work independently
- Data Entry Skills
- Excellent Communication Skills
- Able to work well in a fast-paced environment