



Hunter's Hope Foundation

Krabbe ~ Leukodystrophies ~ Newborn Screening

TITLE

Hunter's Hope Event Assistant

SUPERVISOR

Bryanna Gwitt, Fundraising Coordinator

DESCRIPTION

Hunter's Hope strives to raise money and awareness for children who are suffering from Krabbe and other Leukodystrophies. Throughout the year, Hunter's Hope holds four (4) major events to help us further our mission of finding treatments and ultimately a cure for Krabbe and other Leukodystrophies, increase newborn screening standards and providing support to families affected by these devastating diseases.

Hunter's Day of Hope and Prayer for Children - Saturday, February 10, 2018

Every February 14 is proclaimed Hunter's Hope Day of Hope and Prayer for Children in the state of New York. On the closest Saturday to February 14, Hunter's Hope celebrates this day with Hunter's Day of Hope and Prayer of Children. This year's event will be held on **Saturday, February 10, 2018**. On this day, families come together to spend the day having fun with food, music, activities and so much more. But most importantly, families come together to pray for our nation's children.

The Hunter's Day of Hope and Prayer Event Assistant would be responsible for some of the following:

- Activities and Entertainment
 - Following up and confirming entertainment/activity groups
 - Obtaining and securing activity/entertainment needs and information
- Food and Beverage
 - Assisting with getting food and beverages donated for the event
 - Coordinating pick up and drop off schedule with donors and vendors.
- Volunteers
 - Coordinating volunteers for the event



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- Other tasks as needed

Jim Kelly's NFL Draft Party - Thursday, April 26, 2018

Jim Kelly's NFL Draft Party is a fundraising event that ties together our community's love of football and raising money to help children around the world who are suffering from Leukodystrophies. This year's event will be held on **Thursday, April 26, 2018** at Big Ditch Brewing Company in Downtown Buffalo. This sponsor only event includes food, beverages, silent and chance auction, a 50/50 raffle and the opportunity to watch the NFL draft with Jim Kelly.

The Draft Party Event Assistant would be responsible for some of the following:

- Marketing & Sponsorship
 - Obtaining sponsorship information from paid sponsors
- Activities
 - Coordinating chance auction baskets
 - This includes grouping items together and asking businesses for baskets.
- Volunteers
 - Assist in the coordination of volunteers for the event
 - Creating all documentation needed for the volunteers
- Other tasks as needed

Kelly Tough 12K - Saturday, May 18, 2018

The Kelly Tough 12K is an annual run to raise money and awareness for Krabbe & Leukodystrophy families. It will be held on Friday, May 18 2018 at the ADPRO Sports Training Facility. This is a family friendly event and consists of a 1.2K fun run, and has the option to run the 12K course as a relay team of 4 or as an individual runner. The Kelly Tough 12K will be followed by a post race celebration including food, activities and an award ceremony honoring the top participants and fundraisers.

The Kelly Tough 12K Event Assistant would be responsible for some of the following:

- Marketing & Communications
 - Coordinate & send the KT12K mailing inviting the community to attend event
 - Follow up with organizations on mailing list via phone and email & track progress
- Runner & Walker Logistics
 - Prepare and coordinate 12K SWAG bag stuffing - secure donated items and coordinate the volunteers needed to stuff bags

Hunter's Hope Foundation, PO Box 643, Orchard Park, NY 14127
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- Post Race Party
 - Will be staff lead for day of 12K
 - Confirm and finalize food and beverage plan - working closely with Bryanna
 - Contact & confirm DJ
 - Secure any entertainment/activities for post race party
 - Coordinate photographers
 - Send confirmation emails/letters to all vendors, entertainment, and sponsors
- Volunteers
 - Assist with the coordination and tracking of volunteers needed for the 12K
- Other tasks as needed

Hunter's Hope 20th Anniversary Gala- November 2018

Hunter's Hope is celebrating our 20th Year Anniversary in 2018. We will be having a Gala to celebrate in November 2018.

The Gala Event Assistant would be responsible for some of the following:

- Auction
 - Assisting in the management of related processes and procedures
 - Help run all auctions on event day
- Food/Beverage
 - Ensuring the fulfillment of all requirements/needs of food vendors
 - Confirming all food vendor menus and information according to event timeline
- Volunteers
 - Assist with the recruitment of volunteers for all sections of the event
 - Assist with volunteer activities on event day
- Other tasks as needed

REQUIREMENTS/QUALIFICATIONS

- *All applicants will be expected to work a minimum of 10 office hours a week for the duration of the internship. Hours must be pre-scheduled once the internship begins.*
- Punctuality is expected.
- Excellent attention to detail with the ability to multi-task.

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- Must be able to work independently and in a team environment.
- Must have excellent written and verbal communication skills.
- Weekly progress and time reports are required.

HOW TO APPLY

Please send all cover letters and resumes to Bryanna Gwitt at bry@huntershope.org. Selected individuals will be contacted via telephone for the first interview.