

Refreshments Coordinator

Summary:

The Refreshments Coordinator is responsible for arranging all event refreshments and participating in the overall *IG Wealth Management Walk for Alzheimer's* planning process.

Responsibilities:

- Attend planning meetings as needed
- Work with Sponsorship Coordinator to solicit donations of food and beverages
- Ensure that all refreshments to be served are pre-packaged and do not require preparation or refrigeration
- Arrange the delivery, distribution and clean-up of the refreshment stations
- Oversee refreshment volunteers

Skills required:

- Good interpersonal and communication skills, both written and verbal
- Able to work independently and as part of a team
- Organized and detail-oriented
- Access to a computer and e-mail