

Site Coordinator

Summary:

The Site Volunteer is responsible for ensuring the smooth operation of event day logistics for the *IG Wealth Management Walk for Alzheimer's*.

Responsibilities:

- Attend committee planning meetings as needed
- Responsible for "on-site" day-of details including site set-up, clean up, deliveries etc.

Skills required:

- Excellent interpersonal and communication skills, both written and verbal
- Ability to work independently and as part of a team
- Organized and able to meet deadlines
- Familiarly with the Microsoft Office Suite and access to a computer and email