

**Benefit Coordinator  
Teenwise Minnesota**

Teenwise Minnesota is a statewide nonprofit organization working to ensure that young people have the tools they need to grow into sexually healthy adults, and that young parents have the support they need to succeed. We work on behalf of Minnesota youth by providing resources and training to youth-serving professionals, and by advocating for sound policy solutions to the challenges young people face.

**Scope of Work**

- Plan event logistics, including but not limited to:
  - Serve as key contact with venue
  - Manage audio-visual needs
  - Work with venue to determine food selections
  - Communicate with venue regarding room set-up
  - Create signage for the event
  
- Manage Silent Auction , including but not limited to:
  - Item solicitation, both live and silent auction
  - Item pick up and management
  - Working with committee members to generate item ideas
  - Staging and developing packages
  - Day of set up, check out and tear down
  
- Develop event program, including but not limited to:
  - Secure and prepare speakers
  - Manage volunteers
  - Assist in developing “ask” strategy
  
- Contribute to development marketing materials, including but not limited to:
  - Work with graphic designer to create invitation
  - Work with web designer to create web presence
  - Develop e-invitation
  
- Manage all communications with attendees, including but not limited to:
  - Manage mailings
  - Mange RSVPs
  - Create seating chart
  - Answer any questions via email or phone
  
- Coordinate publicity through electronic media –website, social media, E-Monthly, etc.
  
- Serve as point person at the Teenwise Minnesota Annual Benefit Event
  
- Complete Benefit follow-up
  - Thank you notes
  - Following up on donations
  - Event Clean-up

**Contract Dates:**            **January 1, 2011 to May 31, 2012**  
**Contract amount:**        **\$5,000**  
   \$625 per month January 2011– February 2012  
   \$1,250 per month March – May 2012