



## Conference Administrative Support Volunteer

### Position Description

Join the exciting and fast-paced No Regrets Conference Team. This hybrid (part in-person, part-virtual) volunteer opportunity provides organization and administrative support to the conference team Leads. The position focus is the annual No Regrets Conference; on the first Saturday in February. Planning, preparation, and recap begins in December 2024 - February 2025. The estimated time commitment is 5-10 hours per week.

### Assistance needed with the:

- Speaker Team:
  - Track travel and hotel reservations, W9s & seminar descriptions
  - Order and hand-deliver gift cards & thank you card as needed
  
- Operations Team:
  - Coordinate complimentary tickets & apparel gifts for ministry partners, sponsors, donors, etc.
  - Coordinate volunteer meals: place/pick up catering, set up / clean up
  - Request & return Elmbrook security door key fobs for conf. volunteers
  
- Apparel Sale: charge tablets for order entry, update software if needed and enable WiFi

*If interested and for more information, please contact: [admin@noregretsmen.org](mailto:admin@noregretsmen.org)*