



## **VOLUNTEER & EVENT ACTIVATION SPECIALIST**

Beyond Monumental is seeking a dedicated person to help support our fall events. We're looking for an individual to assist with and manage the continued development and growth of the Apex Benefits Monumental Kids Movement, the Indy Half Marathon at Fort Ben, the Monumental Health and Fitness Expo, and the CNO Financial Indianapolis Monumental Marathon. This role will help to improve race operations specific to the entertainment experience and volunteer experience before, during, and after our events. The Volunteer & Event Activation Specialist will assist with and manage course entertainment and volunteer recruiting, scheduling, and communication, improving event resources and tools, and other responsibilities as needed.

### **Responsibilities:**

- ☐ Recruit volunteers, cheer groups, entertainment, and community/neighborhood groups for all fall events;
- ☐ Help coordinate volunteer and on-course entertainment scheduling and communicate event details to confirmed individuals and groups;
- ☐ Provide appropriate responses, solutions, and options to volunteers, on-course entertainment, and other event inquiries via email and phone within an acceptable timeframe and follow up to ensure resolution;
- ☐ Document recruiting efforts and update databases and dashboards to provide accurate and timely reporting to Beyond Monumental;
- ☐ Contribute to the improvement of existing FAQs and training resources and help develop new FAQs and training resources for entertainment, volunteers, and other event activations; and
- ☐ Serve as a key contact for entertainment, volunteers, and race activations leading up to and on event days.
- ☐ Contribute to planning for the Apex Benefits Monumental Kids 5K and pre-/post-race festival;
- ☐ Assist with planning for the VIP Experiences and provide customer service and support on Race Weekends;
- ☐ Assist with fulfilling orders/requests and help with shipments.

### **Requirements:**

**Experience in sales, fundraising, volunteer recruitment, partner activations, and/or other similar fields is preferred. Prior events experience is preferred, but not required.** Excellent oral and written communication skills; ability to self-manage multiple projects simultaneously; proficient in Microsoft Office; and a dedicated, energetic work ethic are required for the position. The ideal candidate is a self-starter, prepared to handle a wide range of duties on event weekend and all related preparations. Must perform physical labor, able to lift 50 pounds, work outside regardless of weather conditions, and be able to provide their own transportation and computer.

### **Location:**

This role will take place in a hybrid setting, both in-person with the Beyond Monumental staff and remotely. "Field Work" at Beyond Monumental will take place at various locations in Indianapolis.

### **Time Commitment:**

On-site participation at the following events is required:

- ☐ Apex Benefits Monumental Kids Movement: September 26, 2024
- ☐ Indy Half Marathon at Fort Ben: October 5, 2024
- ☐ CNO Financial Indianapolis Monumental Marathon: November 9, 2024

### **Application Process:**

To apply, please submit cover letter and resume via email to [careers@beyondmonumental.org](mailto:careers@beyondmonumental.org).