

# Free Range Food Co-op

Community Investment Campaign Team  
Job Descriptions

## **Celebration Team (2-4 people)**

### Objective:

The purpose of this team is to plan and carry out all public events to be held preceding, during and after the conclusion of the Community Investment Campaign (CIC). It is estimated the time commitment will be 5 to 7 hours per week for a duration of 16 weeks during the CIC.

### Responsibilities:

- Plan an event for the announcement of the site. This would include inviting media, community leaders, city officials, and owners. Radio, TV and newspaper ads would have to be set up.
- Plan a large event for owners to kick off the CIC.
- Plan events to recognize and celebrate the CIC and investors throughout the campaign.
- Plan and execute the end of campaign celebration with volunteers and investors.

### Skills and Qualifications

- Creative in planning fun events.
- Ability to meet deadlines.
- Attention to detail.
- Ability to operate within a budget.
- Ability to coordinate and plan on-line events, depending on the status of COVID at the time.
- Be willing to sign the FRFC non-disclosure agreement.
- Ability to access and utilize online resources.
- Must be able to use their own computers, phone and internet access to complete assignments.