

**AUCTION TEMPORARY PAID POSITION
AUCTION SOLICITATION ASSOCIATE**

SUPERVISOR

- Auction Solicitation Coordinator

QUALIFICATIONS

- Ability to work independently and as a team player
- Self-starter
- Excellent communications skills
- Good phone etiquette
- Reliable
- Organizational skills
- Detail oriented
- Able to sit for long periods of time
- Ability to use copier and fax machine

RESPONSIBILITIES

- Acquires donations from businesses to be sold during the TV Auction.
- Maintains list of contacts assigned for solicitation.
- Faxes, mails or emails auction information to businesses when requested.
- Assists with in-coming calls for donations.
- Fills out donor form.
- Other duties as assigned.

Works closely with the Auction Solicitation Coordinator and Director of Fundraising Events.

WORK SCHEDULE

- Temporary position: Mid-March to End of May
- Hours: 9:00am – 5:00pm but must be flexible
- Week of Auction (May 6-May 13) through end of Auction store hours will vary and include some early evening and weekend work.