

Conference Volunteer Job Descriptions

Communications/Public Relations

- Manage media check-in table.
- Manage sign-in logs.
- Distribute and account for media credentials.
- Onsite assistance with PR/media related events.
- Other duties as assigned.
- Dress Code: Business Casual with comfortable shoes

Design Volunteer

- Support the design team with room set ups, vendor and equipment load in, and space management.
- Must be able to stand/walk for extended periods of time.
- Must have excellent communication skills.
- Must be able to lift a minimum of 50lbs.
- Must have excellent time management and literacy skills for word documents, excel grids, etc.
- Dress Code: T-shirt will be provided. Comfy walking shoes required. Pants or shorts details are forth coming.

Hospitality

- Experience in hosting /personal assistance (Armor Bearing) to high profile individuals.
- Professionalism and confidentiality is a must.
- Monitoring food and beverage requirements in assigned holding areas.
- Communicate with the Event Coordinator as to changes that may need to be made.
- Any other duties deemed necessary.
- Dress Code: Business or Church attire with comfortable shoes.

Information Services

- Direct conference attendees and disseminate information as needed.
- Able to stand/walk for long periods of time.
- Articulate with great communication skills.
- Able to take/follow directions.
- Good/friendly personally.
- Dress Code: Business Casual with comfortable shoes.

MYB setup - July 30 - TBD due to load-in

- Stuff bags.
- Place bags on tables.
- Place table settings

MYB Luncheon - July 31, 11 a.m.-5 p.m.

- Manage attendee flow.
- Help attendees find their tables.

PMT - Usher/Greeter

- Welcome and direct attendees.
- Control access into the event at door entrances.
- Provide directions for those in need of assistance.
- Distribute and collect conference related material.
- Assist with the collection of offerings.
- Assist attendees with seating, and the clean-up of assigned section.
- Dress Code: Black suit (skirt or pants), white top, with comfortable shoes.

Product Sales

- Assist with the area set-up and sale of products and memorabilia. Some duties require a considerable amount of standing.
- As an integral part of the Sales and Service Team, outstanding customer service is your main responsibility. This means that you are available at all times to assist the customer and one another.
- It is important that you do not fold your arms against your chest or keep your hands in your pockets. You want to look approachable at all times.
- Greet all customers with a warm friendly smile.
- Work together as a team with all other volunteer members.
- Acknowledge the customers as soon as they approach and/or depart the sales area.
- Dress Code: Business Casual with comfortable shoes.

Registration

- Assist with the execution of the registration scanning and check in process.
- Greet Attendees and offer assist with directions and conference information.
- Ability to make quick revisions to established schedules to solve unexpected problems in fluctuating crowd situations.
- Efficient use of all screens (computers, laptops, mobile phones).
- Comfortable with standing for long periods of time.
- Must have an outgoing professional demeanor and be able to calmly deal with conference constituents.
- Dress code: all black and comfortable shoes for standing.

Translation

- Serve as translator or interpreter for non-English speaking conference attendees requiring assistance with the English language.
- Thorough knowledge of the English/Spanish, English/French or English/Portuguese languages and the ability to translate for a religious event.
- Assist at the table handing out the translation headsets, collecting them and returning attendees ID's.
- Dress Code: Business Casual with comfortable shoes.

VIP Services

- Assist with setup and breakdown.
- Assist with the distribution of Partner credentials, special gifts, and literature.
- Welcome and direct the Partners and guests to the reserve seating area.
- Assist with handing out brochures, envelopes, etc.
- Assist with Partner recruiting.
- Must have excellent customer service skills and knowledge about the ministry and our Partner program.
- Considerable standing and walking for long periods of time, bending and lifting items (under 10 lbs.) are required as well as the ability to volunteer for 2-4 hours increments.
- Dress Code: Business Casual with comfortable shoes.

Warehouse

- Responsible for load-in and load-out.
- Will also be responsible for stocking T.D. Jakes Ministry product tables.
- Volunteers must be able to lift items up to 50 pounds.
- This position requires a considerable amount of standing.
- Helpful if able to operate a forklift and also an electric and standard pallet jack.
- Able to be on your feet for an extended period, bending and lifting involved.
- Be available to work early and late with flexible hours.
- Ability to communicate and interact with all levels of management, registrants, guest artists, speakers and other volunteers especially when moving products.
- Dress Code: Casual with comfortable shoes (jeans allowed).

WE Conference Ambassador

- Volunteers will support by being a conference informant on all things schedule, direction and attendee experience.
- Assist with connecting to the App, to ensure attendees stay up to date on all the most current information.
- Be well versed on the map and venue to point attendees in the right direction.
- Know the conference.
- Must be able to stand/walk for extended periods of time.
- Must have some digital and technical literacy.
- Must have excellent communication skills.
- Local DFW residents are encouraged to apply.
- Dress Code: T-shirt will be provided. Comfy walking shoes required. Pants or shorts (details are forth coming).

WE Expo - July 30-August 2, 12 p.m.-5 p.m.

- Setup on July 30.
- Manage attendee flow.
- Answer questions.
- Help vendors on an as-needed basis.

WE Merchandise Inventory

- Responsible for keeping WE Merchandise locations stocked by moving additional inventory from storage locations or other merchandise locations throughout the event.
- Volunteers must be able to lift up to 50 lbs.
- This position requires a considerable amount of standing.
- Able to be on your feet for an extended period, bending and lifting involved.
- Dress Code: Casual with comfortable shoes (jeans allowed).

WE Merchandise Sales Associate

- Volunteers will support the sales of the Woman Evolve Merchandise by providing outstanding customer service to attendees.
- Support with the preparation, set-up, and dissolution of stores, as well as handling transactions and being knowledgeable in product offerings.
- Ability to stand for extended periods as well as bending, reaching, and lifting at least 25 pounds.
- Versatility in operating some technology, such as iPads and POS Systems.
- Strong communication and customer service skills.
- Dress Code: All Black (on sales days), and comfortable shoes recommended.

WE TV Crew

- Volunteers will support by being well-versed in the Woman Evolve TV Brand and booth activation tasks.
- Assist in booth activations such as games, managing giveaways, etc.
- Knowledge of technology to sign-up guests for WETV.
- May assist the camera crew with interviews in the booth and around the conference.
- Must have an enthusiastic attitude to engage conference attendees at the booth and with production needs.
- Must be able to stand/walk for extended periods of time.
- Must have some digital and technical literacy.
- Must have excellent communication skills.
- Dress Code: Black and/or Navy-Blue shirt and jeans, comfy walking shoes are required.