



## **Volunteer Opportunity**

### **“Dress It Up” Cupcake Contest Event Planner**

**About:** The Princess Shop (TPS) Mentorship and Female Youth Development Inc. is a non-profit organization that has been supporting female identified students who face financial and social barriers since 2007. Many of the clients we serve face multiple barriers and something so simple as attending their own graduation celebration is not even an option. The Princess Shop takes immense pride in being able to provide female students with an enhanced graduation experience and access to programming opportunities such as mentorship, life skills workshops, and education scholarships. We are based in Saskatoon and serve the province of Saskatchewan.

**Volunteer Position Title:** “Dress It Up” Cupcake Contest Event Planner

**Location:** Saskatoon, SK

**Background:** The very first “Dress it Up” Cupcake Contest was held in 2016 and it was such a success that it has become one of our most popular annual fundraising events. The Princess Shop invites Saskatoon’s best cupcake bakeries and chefs to compete in a cupcake decorating contest. Contestants design their cupcake after one of The Princess Shop’s many beautiful dresses. Event participants purchase a cupcake tasting platter, enjoy the event program, taste the cupcakes, and vote to crown Saskatoon’s best cupcake.

Tel: (306) 222 3311 | [info@theprincessshop.ca](mailto:info@theprincessshop.ca) | [www.theprincessshop.ca](http://www.theprincessshop.ca)

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**Intent:** The Princess Shop is seeking a volunteer Event Planner to lead the planning and delivery of the 8<sup>th</sup> annual “Dress it Up” Cupcake Contest to be held in March 2023 (date TBD) in Saskatoon. The Princess Shop has a very small staff team and volunteers are integral to the success of our programs and events.

**Position Term:** Event planning begins in January 2023 and ends with the completion of the Cupcake Contest (March 31 2023 at the latest).

**Team:** This position will work with a Planning Committee (3-4 members) which will include The Princess Shop’s Executive Director and a volunteer involved with last year’s Cupcake Contest. The team will work together to create a reasonable commitment of time for all involved and timeline for deliverables.

**Qualifications:**

- Event planning experience; experience with fundraising events is an asset
- Excellent communication skills, both written and verbal
- An ability to self-motivate and can motivate others
- Great attention to detail and is organized
- An ability to meet deadlines and prioritize
- A personal emphasis on being dependable and communicating openly
- Experience working effectively both alone and within a team

**Key Responsibilities:**

- Work with the Executive Director and the Cupcake Contest Planning Committee to develop and implement an event workplan that clearly outlines tasks, roles and timelines
- Delegate tasks to volunteers assisting with the event (before and during the event)
- Represent our organization accurately and respectfully
- Ensure commitments to event sponsors are executed
- Maintain the confidentiality of the organization and clients

**Commitment and Expectations:**

- Attend bi-weekly Planning Committee meetings held from January – March 2023 (either in-person or via zoom)

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- Bi-weekly reporting, including a timesheet and activities update as requested by the Executive Director
- Commit approximately 4-6 hours/week over a 3 month period (early January to late March 2023)

**Support:** In addition to the Executive Director, other event volunteers will be available for assistance (before and during the event).

**Reciprocal Benefits:** Volunteers who have participated in The Princess Shop events received valuable event planning and fundraising experience and built networks with businesses, sponsors, event venues, non-profit organizations, and community volunteers. Volunteers also have fun, build friendships, and contribute to the empowerment of female students in Saskatchewan. The Princess Shop volunteers can receive a letter of reference signed by the Executive Director upon request.

**To apply:** Please email your cover letter and resume to [info@theprincessshop.ca](mailto:info@theprincessshop.ca). Feel free to contact us if you have any questions.

**Priority will be placed on women, Indigenous, and 2SLGBTQ+ volunteers.**

**We welcome everyone to apply.**

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