



EVENT PLANNING VOLUNTEER
Part-time: 5-10 hours per week (April 1 to June 30)
San Diego

About Accessity:

The mission of Accessity is to open doors of financial opportunity to those with historically less access to capital and business support: entrepreneurs of color, women, immigrant, and low-to moderate-income entrepreneurs, enabling them to build a prosperous business and livelihood for their families, while also strengthening our communities with job retention/creation. With headquarters in San Diego, Accessity is a certified Community Development Financial Institution that offers small business loans up to \$100,000 and access to a community of support to small business owners across Southern California (San Diego, Los Angeles, Orange, San Bernardino, Riverside and Imperial Counties). Please visit www.accessity.org for more information.

We are seeking a motivated and organized volunteer to assist with event planning and marketing for an upcoming networking event for small business owners on June 20th. Through this volunteer opportunity, you will gain valuable experience in event planning and community outreach and can make a positive impact on the small business community.

How you could get involved:

- Support with event planning, including venue selection, logistics, scheduling, and day-of coordination.
- Help develop marketing materials, including flyers, social media content, and email marketing campaigns to promote the event.
- Assist with outreach efforts, including connecting with community groups and local San Diego small businesses to promote the event.
- Assist with on-site event logistics, including set up and registration.

We are looking for a volunteer with excellent communication skills, both written and verbal and proficiency with Microsoft Office and social media platforms (Instagram and TikTok a plus!) We ask that you have availability to attend the event on-site during the event in San Diego on **Tuesday, June 20th from 4-9pm.**

If interested in this volunteer opportunity, please reach out Suzanne Carlson, scarlson@accessity.org.