



Speakers Bureau Volunteer Manager

The Speakers Bureau (SB) Volunteer Manager will be the primary contact and point of coordination for the SB program to include:

Contacts: This person will contact and/or connect with church groups, hospital or medical personnel and/or medical/nursing schools, and civic or community organizations.

Communications: This person will communicate via in-person contact, phone calls, or response to emails received on our website to persons requesting an OEW/Youth4Abolition speaker.

To ensure the efficiency, strength and growth of the Speakers Bureau the person will:

- Have an in-depth knowledge of OEW, Y4A and FOH and be able to determine the best speaker assignment for the given request.
- Respond in a timely manner to each request and ascertain all speaking details to include, date, time, location, desired topic, length of speaking engagement, and additional participants (if applicable).
- Communicate all speaking engagements with OEW staff and determine assigned speaker.
- Maintain and share a running document of all current and past speaking engagements with all OEW staff and provide to Administrator to maintain on group calendar.
- Stay in communication with the person requesting the speaker providing name and bio (if applicable) of the speaker. Determine if special equipment is needed for PowerPoint or other AV presentations and communicate this to OEW assigned speaker.
- Communicate the speaker presentation fees or other requests for donations to the requesting person early on so that they have time to plan and communicate donation requests to their group or team.
- Work to develop a strong team of volunteer speakers who are well trained on all aspects of human trafficking and the ministry of OEW and be outstanding and engaging spokesperson on both fronts.
- Work with OEW staff to develop and maintain a library of PowerPoint presentations that volunteers may securely access to use/modify if needed for presentations.

Qualifications: Understanding and passion for the organization's mission, excellent organizational skills, detailed oriented, strong verbal and written communication skills, proactive and self-starting, outgoing and personable.

The Speakers Bureau program provides an incredible platform for OEW to promote education and encourage partnership in the fight against human trafficking.