**30th Gala Support**

Helping Link/Một Dấu Nối has been serving the Vietnamese-American immigrant community for nearly 30 years. We provide English language and computer education classes for adults and seniors, afterschool tutoring and summer classes for youth, job-site language training, information and referral services for our most vulnerable and cultural events for the community. Our programs are offered in a bilingual context and in a supportive, family-friendly atmosphere.

**As we prepare for our 30th Gala in September 2023, we’re looking for creative, talented volunteers to contribute your skills to make this even unforgettable.**    
   
This is a great opportunity for individuals interested in outreach, design, production, marketing and fundraising to support an important community event.

**Responsibilities:**

* Send letters and make phone calls to local businesses on Helping Link's behalf.
* Secure 3-5 companies and agencies to advertise in our Gala booklet.
* Identify potential spaces or websites on which to advertise for the Gala.
* Assist in developing creative assets to promote the Gala.

**Requirements:**

* Have excellent communication skills with the ability to work successfully with other volunteer teams such as instructors, public relations/communications, etc.
* Experience with marketing research and strategy development
* Familiar with Microsoft Office (Word, PowerPoint, Publisher, Excel)

**Benefits:**

* Hands-on experience with marketing and advertising.
* Enhance and build upon your knowledge of marketing strategy and event promotion.
* Be part of an important night to support a community-driven grassroots organization’s mission to improve the lives of those in the Vietnamese community in the greater Puget Sound region.