

# Event Assistant (Volunteer) (United States)



Location **Arkansas**  
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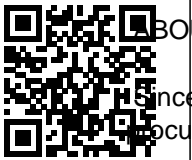









May 4, 2015

To: Volunteers  
 From: Eduardo Arabu, Manager, Administration & Special Events  
 Re: Seeking volunteers for the 2015 NHCC Spring Summit

We are seeking volunteers to assist the NHCC staff with event operations and logistics such as but not limited to; registrations, organizing giveaways, preparing sessions, gathering speakers, escorting participants, and other assistance as required.

The National Hispanic Corporate Council (NHCC) is hosting its 2015 NHCC Spring Summit from Tuesday, May 19th to Thursday, May 21st, 2015. Approximately 100 corporate professionals (i.e. manager, directors, vice president, etc.) in the fields of marketing, corporate social responsibility, human resources, supplier diversity, and community relations from NHCC member companies and others such as Comcast NBCUniversal, Hyatt, Herman Miller, Marriott, Boeing, Hilton, SUPERVALU, State Farm, ConAgra, COUNTRY Financial, Shell, Williams, Wells Fargo, BB&T Bank, and many more!

The 2015 NHCC Spring Summit, co-hosted by Tyson Foods, Inc. and Walmart, is centered on the theme "Next Generation Hispanic Workforce: Acquire, Develop, and Retain." The program includes three specific professional development tracks featuring nine sessions for: "Cultivating Talent", "Business-to-Business", and "Employee Resource Group". Each track provides summit participants with valuable insights from nationally recognized Fortune 1000 subject matter experts on industry-wide best practices as it relates to the Hispanic/Latino consumer.

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We have volunteer opportunities for one day or for the full conference:

Expectations:

- Be on time
- Wear professional attire
- Be friendly and courteous
- Learn, Contribute, and Network

Why you should volunteer?

- Add experience and skills for your resume
- Develop your professional network
- Community Service hours
- Explore internships and other career opportunities

Schedule:

• Day 1 -- Tuesday, May 19 - Welcome Reception

• Walmart Museum, Bentonville from 5 pm -- 9 pm

• Some volunteers will either be asked to meet at Embassy Suites and ride the bus back/forth with participants or be asked to meet before at the location

• Once the required tasks are completed, you will have a chance to network with the summit participants.

• Food and beverages will be provided

• Day 2 -- Wednesday, May 20 -- Summit Part 1

• Tyson's HQ, Springdale from 8 am -- 4 pm

• Some volunteers will either be asked to meet at Embassy Suites and ride the bus back/forth with participants or be asked to meet before at the location

• Volunteers will alternate roles throughout the day, but will have a chance to participate in the educational tracks and network

• Breakfast and lunch will be provided

• Pre-Dinner Reception and Members' Dinner at TBD - 5:30 pm -- 9 pm

• Some volunteers will either be asked to meet at Embassy Suites and ride the bus back/forth with participants or be asked to meet before at the location

• Dinner will be provided

• Day 3 -- Thursday, May 21 -- Summit Part 2

• Embassy Suites Northwest Arkansas from 8 am -- 2 pm

• Volunteers are asked to meet in the lobby of the Embassy Suites

• Volunteers will alternate roles throughout the day but will have a chance to participate in the educational tracks and network

• Breakfast and lunch will be provided

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If you are interested in participating as a volunteer, please e-mail us ASAP