



New Hamburg
Mennonite
Relief Sale

info@nhmrs.com
www.nhmrs.com

AUCTION ASSISTANT

New Hamburg Mennonite Relief Sale

Purpose

The Auction Assistant supports the Auction Coordinator in preparing and delivering the Relief Sale auctions, including the Treasure Trove, Work & Play and Quilt auctions. The role focuses on organizing auction items, preparing online auction information, coordinating volunteers and supporting Sale-day operations.

Core Responsibilities

1. Auction Planning & Preparation

Help plan and prepare the auctions, organize Treasure Trove and Work & Play auction spreadsheets, and recommend lot numbers, minimum bids and auction order for approval by the Auction Coordinator. Coordinate auction information needed for promotional materials.

2. Online Auction Preparation

Prepare auction listings in AuctionFlex and HiBid, including item descriptions, photographs and bidding information. Review auction details for accuracy and help ensure online auctions are ready for bidders.

3. Volunteer Coordination

Contact and organize volunteers for the Treasure Trove and Work & Play auctions. Prepare volunteer schedules, distribute them approximately one week before the Sale, and provide volunteers with the information needed for their assignments.

4. Auction Technology & Supplies

Prepare and check auction laptops and ensure AuctionFlex is functioning before the auctions begin. Provide basic technical assistance, maintain a backup laptop, check bidder-card inventory and arrange additional cards through Marketing & Communications when needed.

5. Sale-Day Auction Support

Help organize auction items and support auction volunteers during the Sale. Assist with distributing purchased items to successful bidders and resolving routine auction-related questions.



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6. Auction Review & Improvement

Work with the Auction Coordinator to review auction results, identify trends in bidding and item performance, and suggest improvements to auction procedures, volunteer experiences and future auctions.

Qualifications / Skills

The Auction Assistant should:

- Be organized, detail-oriented and comfortable working with spreadsheets.
- Be comfortable using computers and willing to learn AuctionFlex and HiBid.
- Communicate well and enjoy working with volunteers.
- Be able to coordinate schedules and manage assigned responsibilities.
- Work collaboratively and enjoy finding practical solutions to problems.
- Appreciate the faith-based, volunteer-driven culture and purpose of the Relief Sale.

Time Commitment

The time commitment varies throughout the year and includes auction preparation and online listing work, and contacting and scheduling volunteers.

The workload increases during the weeks leading up to the Relief Sale, with significant involvement on Friday and Saturday of the Sale and some post-Sale follow-up.