



New Hamburg
Mennonite
Relief Sale

info@nhmrs.com
www.nhmrs.com

AUCTION COORDINATOR Job Description

Purpose

The Auction Coordinator provides overall leadership and coordination for the Relief Sale auctions, including the Quilt Auction, Treasure Trove and Work & Play auctions.

Core Responsibilities

1. Lead & Coordinate the Auctions

Provide overall leadership for the Relief Sale auctions throughout the year. Work with the Auction Committee, Auction Assistant and other volunteers to plan the auctions, delegate responsibilities and ensure preparations stay on track.

2. Recruit & Support Auction Volunteers

Help recruit, organize and support auctioneers, bid spotters, registration volunteers, clerks, online bidding volunteers and others needed for the auctions. Ensure volunteers receive the information, training and support they need.

3. Coordinate Auction Items & Online Bidding

Work with the Donation Coordinator, Quilt Auction Lead and other volunteers to ensure donated items are properly prepared for auction. Coordinate AuctionFlex and HiBid, including auction information, lots, online bidding, bidder registration and appropriate user access.

4. Coordinate Technology & Sale-Day Operations

Identify the equipment and technology needed for the auctions and work with the Technology & Systems Coordinator to ensure appropriate support is available. During the Sale, support auctioneers and volunteers, help resolve problems and keep the auctions running smoothly.

5. Coordinate Registration & Payment

Ensure bidder registration and auction payment processes are ready and properly supported. Following the Sale, contact purchasers regarding outstanding auction payments and work with the Treasurer as needed to resolve outstanding accounts.

6. Coordinate Logistics, Follow-Up & Improvement

Work with Operations & Site Logistics to ensure auction areas are ready and support the distribution and shipping of auction purchases. Complete post-Sale follow-up, review auction results and feedback, and identify opportunities to improve future auctions.



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Qualifications / Skills

The Auction Coordinator should:

- be organized and able to manage multiple details and deadlines;
- communicate well and enjoy working with volunteers;
- be comfortable providing leadership, delegating responsibilities and working as part of a team;
- be comfortable with computers and online systems and willing to learn AuctionFlex/HiBid;
- remain calm and make practical decisions when problems arise;
- 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 Committee and Relief Sale Committee meetings, planning and preparation between meetings, and participation in the Promotion Dinner.

The commitment increases during the one to three months before the Relief Sale, with significant involvement during the two-day Sale and some post-Sale follow-up.