

Job Description

Job Title:	Events Coordinator (2)
Salary Range:	Min. \$36,000/yr Mid. \$43,000/yr Max. \$52,000/yr
Department:	Resource Development
Reports to:	Engagement Manager

Position Summary:

The Events Coordinator reports to the Engagement Manager (EM) and is an integral member of the Resource Development team. The Events Coordinator must handle a wide array of duties and responsibilities while maintaining a professional and positive demeanor. This position involves planning, organizing, and management of multiple event activities, volunteers, vendors, and donors to ensure a successful event while adhering to the mission of My Possibilities. Specific events which this position is responsible is:

A Special Evening, HIPster Golf Tournament, HIPster Showcase, percentage of sales

Essential Functions – 100% of time spent on:

- Provide administrative support for all details associated with assigned MP events
- Effectively communicates with stakeholders, volunteers, community members, vendors and donors through phone, mail, emails or face-to-face interaction
- In collaboration with the EM, plans, coordinates, and implements all assigned events per established, annual time tables and schedules
- Works with the EM to ensure events follow the projected budget and MP standards
- Effectively communicates, negotiates, and maintains good relationships with team members, staff, vendors, volunteers and stakeholders
- In collaboration with the EM, coordinates volunteer committee members, meetings and day of event volunteers
- Works with the Resource Development Team to market and promote all assigned events following established marketing/event plans
- Maintains and monitors event and donor databases to ensure accurate data management for all events; ensures key performance indicators are met monthly.

Competencies (Knowledge, skills and abilities):

1. Able to communicate effectively both verbally and in writing.
2. Knowledge of donor and fundraising platforms
3. Maintains an enthusiastic, positive and energetic attitude throughout the entire event process
4. Strong interpersonal skills
5. Excellent planning, time management, organization, and administrative skills are preferred
6. Must be a team player who is able to work independently
7. Possesses a strong work ethic and is detail oriented

**Minimum qualifications:****Education:**

- Prefer a bachelor's degree either in public relations, communication, business management, administration, marketing, sales, or hospitality industry.

Experience:

- Three years relevant work experience in planning of small events, handling administrative work, volunteering work, marketing and promotions is required

Specific Skills:

- Able to communicate effectively both verbally and in writing.
- Experience and knowledge of data management systems
- Knowledge of Word, Excel, Mail Merge, Neopost

Specialized Knowledge, Licenses, etc.:

- Current driver's license, acceptable driving record and valid car insurance required.
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.

Success factors:

Personal qualities of integrity, credibility, with a commitment to and a passion for My Possibilities' mission.

Supervisory responsibilities:

May be responsible for overseeing event volunteers which may include staff and HIPsters.

Working conditions:

My Possibilities Resource Development Team works traditional office hours, but depending on the needs of the department, work may occur during weekday evenings or weekends either in or outside the office. This position must feel comfortable working in a team and be able to communicate effectively with peers, superiors and HIPsters, our *Hugely Important People*.