

Sidney Alive Event Coordinator Position

Email your resume to amy@sidneyalive.org

SUMMARY This position is responsible for the coordination of special and community events and any other special events as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed:

- Plan, coordinate, and organize fundraising events under the direction of Executive Director and in coordination with the Administrative Assistant. Coordinate event logistics, including vendor arrangements and day-of event logistics. Works closely with local volunteers and staff to reach monetary and participation goals.
- Provides support for fundraising activities to include donors and sponsorships, acknowledging and recognizing donors. In coordination with the Executive Director and Administrative Assistant, develop sponsorship agreements with vendors and businesses; provide sponsorship acknowledgement and donor cultivation for events.
- Develop effective working relationship with each Event Chair and volunteer committee to implement and grow the participation and revenue for the events.
- Recruit, screen and train volunteers for current and new events. Coordinate and provide support to volunteer committees as needed for special events through administrative tasks and coaching.
- Conduct face-to-face meetings with committees.
- Responsible for website updates for events; including, but not limited to, editing event and sponsorship information.
- Assist with the budget and bookkeeping of each event.

REQUIRED CHARACTERISTICS

- Able to perform several tasks concurrently, time management, and organizational skills.
- Able to manage, network, train and motivate staff, volunteers and clientele.
- Able to maintain confidential information.
- Able to organize and maintain detailed records; complete necessary paperwork and meet deadlines.
- Excellent written and oral communication skills including public speaking.
- Able to work in a team environment.

EXPERIENCE & EDUCATION:

- High school graduate required, some college preferred.
- Minimum two to three years or more of volunteer coordination and/or event experience; excellent computer skills.

HOURS:

- 29 hours a week. Hours will vary from week to week, including many weekends throughout the year. Flexibility is a must.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Sitting at a desk/computer for extended periods of time
- Use of hands and fingers, tools or controls, as well as talk and hear
- Frequently standing, walking, reaching
- Lift and move up to 75 pounds
- The noise level varies by the daily activities. Events usually have a higher noise level
- Disgruntled people are sometimes encountered
- Location of work duties varies from office, to the outdoors.

Sidney Alive is an Equal Opportunity and At-Will Employer.