



EVENTS COORDINATOR

POSITION SUMMARY

June 2019

Organizational Background: My Friend's Place is a privately funded nonprofit organization with a mission "to assist and inspire homeless youth to build self-sufficient lives." Our crisis resource drop-in center provides emergency, health, mental health, creative arts, case management, and education & employment services to nearly 1,500 youth and young adults experiencing homelessness youth annually. Our comprehensive, multi-disciplinary program model is innovative and replicated in drop-in centers locally and nationally. We are a data lead agency committed to continuous learning and development. We are currently seeking an enthusiastic Events Coordinator to join our Development team.

Job Summary: The Events Coordinator is responsible for supporting the development and implementation of the My Friend's Place resource development plan, focused on fundraising event support, under the supervision of the Associate Director of Development.

PRIMARY RESPONSIBILITIES

- Assist with the planning, coordination and follow-up for all special events, including but not limited to the annual gala, cultivation events, art shows, Emerging Leaders Council events and community fundraising events
- Create and manage event budgets and ensure the Development team is staying in line with financial expectations
- Assist with onsite special events, including but not limited to corporate events with youth, volunteer events and holiday programming, as needed
- Assist with management of event volunteers, including but not limited to, recruitment, staffing, supervision, training and acknowledgement
- Manage marketing material production and distribution, including save the date notices, invitations, evites and event program materials
- Cultivate and expand sponsorship opportunities and relationships
- Build relationships with vendors, and serve as liaison with vendors on all event-related matters
- Represent agency at various events and engagement opportunities in the community, which may include evenings and weekends
- Assist with event public relations
- Expand event partners in the community



- Work with the Associate Director of Development to create and maintain a comprehensive events calendar
- Work with the team to develop and execute consistent communication to cultivate and grow community of support

General

- Create and actively promote a comfortable and welcoming environment where every member/participant is treated with dignity and respect in a friendly, personalized manner
- Employ a customer service orientation in anticipating and responding to supporter needs and requests
- Assist with tracking development-related expenses for the purposes of annual budgeting and periodic financial reports
- Respond to programmatic needs as required (in emergencies, when understaffed, etc.)
- Report on development and cultivate staff engagement at All Staff meetings

Qualifications

- Excellent written and oral communication skills and presentation skills
- At least 3 years experience with event planning, preferably in a nonprofit setting
- Experience coordinating large events with 500+ guests and revenue of \$250,000+
- Excellent multi-tasking skills
- Strong relationships with event production vendors
- Graphic design experience a plus
- Experience with mobile bidding software and auction procurement a plus
- Commitment to agency mission and core values
- Highly organized and detail-oriented, with the ability to effectively and efficiently manage deadlines and multiple tasks
- Excellent interpersonal and telephone skills and ability to create effective messaging to a variety of constituencies
- Ability to work independently and as part of a team
- Open-mindedness and ability to work with diverse groups
- Availability for evening and weekend projects on occasion
- California driver's license, automobile insurance and reliable transportation

Education and Experience



- Bachelor's Degree in related field(s)
- At least 3 years demonstrated experience in event planning, preferably in a nonprofit setting

PROFESSIONAL ACCOUNTABILITY

Commitment to Core Values

- The following core values are fundamental to our work together and with the youth: compassion, flexibility, honesty, human worth, integrity, openness, respect, sense of humor, trust, valuing diversity, and the willingness and courage to engage, address and discuss differences

Dependability / Reliability

- Reports to work on time and informs appropriate staff when involved in other duties away from the agency
- Provides advance notice in a timely manner for all scheduled leave
- Maintains proper attendance requirements in compliance with agency policies

Attitude and Flexibility

- Exercises good judgment under various work situations
- Adapts to changes in agency routines and issues
- Maintains flexibility in completing tasks as required by the position
- Exhibits positive daily work attitudes on a consistent basis

Interpersonal Relations

- Creates a positive environment for all people in the agency by addressing issues of harassment, discrimination, or lack of respect immediately
- Continues to pursue the development of cultural sensitivity and proficiency agency-wide
- Documents challenging personnel and stakeholder situations in writing
- Exhibits cooperation and courtesy while creating a positive public image for My Friend's Place and a productive work environment

Quality / Quantity of Work



- Understands and satisfactorily performs activities as assigned by the Associate Director of Development
- Ensures that all work is completed to highest quality professional standards

Professional Leadership

- Maintains a level of professional knowledge so as to function as a resource for all staff, volunteers, and community members for the agency's overall operation

Requirements, Terms and Benefits

- The Events Coordinator position is a full-time, exempt position reporting to the Associate Director of Development
- My Friend's Place offers a competitive salary and benefits package including paid health, dental, and life insurance, sick leave and vacation time
- The hiring process includes a pre-hire background check, including a criminal background check and DMV report
- TO APPLY, please email resume, cover letter and salary requirements to Jeff Katz at jkatz@myfriendsplace.org

EQUAL OPPORTUNITY EMPLOYER: My Friend's Place is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, national or ethnic origin, gender identity and/or expression, sexual orientation, status as a protected veteran, status as an individual with a disability, criminal history in accordance with the law, or any other legally protected characteristics. Everyone is encouraged to apply for available employment to ensure our staff reflects the diversity of the young people served by My Friend's Place.