



## ***Event Coordinator Job Description***

**Type:** Part time @ 30 hours a week, w/ room for increase; ability to work remotely

**Reports to:** Executive Director

**Responsible for:** Implementing and overseeing all events and event-like programs including

**To apply:** Please email a cover letter and resume to [action@actionvc.org](mailto:action@actionvc.org), and use "Event Coordinator" in the subject line.

### **Required Qualifications:**

- Bachelor's degree or equivalent work experience
- Prior non-profit and/or event experience (2 years preferred)
- Strong communicator, decision-maker and strategic-thinker
- Team player that can motivate others, build effective teams, and work in a collaborative environment
- Highly organized with strong attention to follow up, meticulous recordkeeping and attention to detail
- Excellent interpersonal skills and results oriented
- Excellent communication skills (both written and oral)
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, etc, Google Suite
- Helpful- Proven experience in social media and email marketing
- Helpful- Proficiency in Spanish

### **Overall responsibilities:**

- Work with the Executive Director (ED) to develop program, event, and campaign plans
- Publicize the goals, activities, and updates of the events/programs through various media, web, and social sources.
- Represent the events/programs to churches, agencies, organizations, supporters and the general public.
- Communicate outcomes with all event/program stakeholders (ED, Board of Directors, staff, donors, volunteers, etc.)
- Evaluate processes and procedures of all events/programs for improvement.
- Keep accurate statistics, notes, etc of all events/programs and submit reports as needed.
- Recruit and train program employees, interns, leaders and volunteers.

### **Specific program responsibilities:**

- Prepare program plans, oversee program implementation, and coordinate all activities of the program teams.
- Develop goals and set timelines and deliverables for each program.
- Recruit program employees, interns, leaders and volunteers;
- Design and implement training programs for leaders and provide mentorship to them.
- Evaluate and assess all projects and project teams.
- Identify and evaluate all resources needed for each program.
- Ensure the programs are compliant with all government regulations and align with the organization's mission.
- Monitor the effectiveness of the programs and make adjustments as necessary.

### **Specific fundraising event and campaign responsibilities:**

- Work with the development team to plan and execute fundraising campaigns and events
- Prepare the event/campaign budget and then monitor expenses to stay within the budget.
- Work with the development team to facilitate sponsorship from partner organizations for programs

**About ACTION VC:** ACTION VC is a different kind of non-profit in Ventura County. We work to unite all of us within the community- individuals, churches, agencies and businesses- to serve our neighbors in need. Throughout the year, we connect volunteers with local service projects where they can volunteer with their skills on their schedule. Our annual events, Love VC and Community Christmas Shoppe, meet the needs of thousands of under-resourced seniors, low income families, and people with disabilities. Our vision in Ventura County is to see neighbors connected, relationships restored, and communities inspired. To learn more about ACTION VC, please visit [www.actionvc.org](http://www.actionvc.org)