



creative york

SPECIAL EVENTS COORDINATOR JOB DESCRIPTION

TITLE: Special Events Coordinator

REPORTS TO: Executive Director

APPROVED BY: Board of Directors

JOB TYPE: Part time, 20 hours a week*

PAY: \$14-16 / Hour

START DATE: February 2019

JOB SUMMARY: The Special Events Coordinator is responsible for executing special events and managing volunteers. Working closely with the Executive Director and staff, the Special Events Coordinator will help to advance the organization's mission. This role requires a focus on organization, quality of work, follow-through, and attention to detail.

* Due to the nature of the position, some irregular work hours and some nights and weekends will be required on occasion. Applicants should be available to accommodate the flexible needs of Creative York such as evening orientations, volunteer supervision, and weekend and evening off-site events.

Apply by e-mail only, no in-person inquiries or phone calls. Send cover letter and resume to info@creativework.org.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Oversee the execution of fundraising events, including two annual signature events.
- Develop a network of event subcontractors that make planning each event a simple process
- Manage all aspects of the event planning process, including collaboration with subcontractors, venue identification, menu development, overseeing design & printing of event materials, and budget tracking
- Recruit, coordinate, and collaborate with the Special Event Committee
- Build and adhere to an event budget to avoid project overruns
- Create summary reports of each event outlining financial outcomes, and gather data from the events that can be used to develop successful future events
- Coordination of volunteers for any Creative York need, including recruitment, determining volunteer needs with staff to provide volunteer schedule, orientation, and instructions to those who sign up to volunteer at events.
- Perform other duties as directed by the Executive Director.

The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It not designated to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

QUALIFICATIONS:

- Minimum of 1 year of experience in the non-profit sector
- Experience running large events, i.e. 200+ attendees
- Proficient in Microsoft Office tools, Excel, Social Media, and Email

SPECIFIC SKILLS:

- Familiarity with non-profit business operations
- Ability to collaborate with the Executive Director, Board, staff, Special Events Committee, vendors, donors and community partners
- Proven track record of identifying and maximizing event opportunities
- Strong time-management, organizational, writing, communication and interpersonal skills, innovative and creative thinking
- The ability to prioritize multiple projects and deadlines simultaneously;
- Attention to detail, initiative, and follow-through
- Confidentiality, dependability, and effective work habits
- A commitment to the values and mission of the organization and ability to communicate an inspired vision or sense of core purpose.

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 30 lbs.
- Ability to mostly sit, with some walking, standing or moving throughout the building

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment, with occasional off-site events and meetings
- Subject to inside and outside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make quick judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks at once
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills

- Ability to operate various office equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Send cover letter and resume to Info@creativeyork.org