

HAVEN Events and Outreach Coordinator

POSITION DESCRIPTION

The Outreach & Event Coordinator organizes all outreach activities, maintains schedules, and creates and maintains outreach communications. This position is also responsible for event coordination, planning and implementation as well as Outreach Volunteer recruitment, training, and coordination. This position reports to the Development Director and will perform responsibilities in an effort to enhance development initiatives.

RESPONSIBILITIES

Event Coordination

- Plan, organize and implement Sponsored HAVEN events including, but not limited to: Ending Violence, Changing Lives Annual Fundraiser, One Billion Rising, and Kids Are Our Business Breakfast
- Coordinate logistics for all agency events
 - Create logistical plan including a timeline for all details that need to be completed
 - Venue, registration, certificate of insurance and permits
 - Gather donations for food or raffles
 - Point of contact for speakers, attendees, vendors, and volunteers
 - Day of event – point person for set-up and execution
- Serve as primary staff liaison to special event sub-committees
- Ensure donor information is handled with attention to detail at events

Development Responsibilities

- Utilize and maintain donor database
- Identify and solicit sponsorships and donations for events
- Manage in-kind donations

Outreach Coordination

- With guidance from management, develop and implement a comprehensive and innovative community outreach plan
- Identify community outreach opportunities such as fairs, festivals, local markets, and organizations
- Develop and maintain a schedule of all events
- Coordinate all aspects of Community Outreach Events including, but not limited to acting as point-of-contact for all Community Outreach Events, scheduling, volunteer management, communication (internal and external) about Community Outreach Events, including volunteer service days
- Manage creation, production and dissemination of printed publications (newsletters, annual report, brochures, event post cards and exhibit materials, and press releases)
- Supports organizations communication and social media plan

Other

- Participate in other agency activities as required by the agency.
- Some nights and weekend work required.

QUALIFICATIONS

SKILLS:

- Outgoing and engaging personality
- Demonstrated verbal and written communication skills
- Highly organized with attention to detail
- Ability to work independently and as a team
- Event and or volunteer management experience a plus.
- Completion of HAVEN advocacy training is required

KNOWLEDGE:

- Understanding of issues and challenges of a community-based crisis center
- Proficient with Microsoft Office suite, Constant Contact, and ability to learn new software.

TRAITS:

- Flexible, compassionate, dedicated, and passionate about the issue of sexual and domestic violence.
- Ability to present oneself in a professional manner and be culturally sensitive

STATUS OF POSITION

HOURS PER WEEK: 40

NON-EXEMPT – Benefits Eligible

REPORTS TO: Development Director