JOB DESCRIPTION
Special Events Coordinator

Reports To: Development/Communications Manager
FLSA Status: 30 hrs week/Non-Exempt

POSITION SUMMARY

Seeking an energetic Special Events Coordinator to help plan and execute mission based fundraising and community events to support the programs of FamilyWorks. In close coordination with the Development/Communications Manager, the Event Planner will coordinate the annual Sunday Supper event and additional events which offer guests unique and meaningful experiences, and build connections in the community. The Special Events Coordinator will be guided by the Principles of Family Support and will promote these principles in the community. The Coordinator will learn and enhance skills that promote anti-racism and cultural competency. Looking for an enthusiastic professional who is organized and capable of building strong and positive relationships within the agency and in the community.

MISSION:

FamilyWorks connects neighbors and families to nourishing food, essential resources, and a supportive community, so people can build resiliency to meet life's challenges. FamilyWorks advocates with dignity, inclusion and empowerment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The individual must be able to carry out each of these essential duties successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- In coordination with the RD Manager and team, serve as lead for event planning, logistics and production of the Sunday Supper & Silent Auction and other fundraising and friend-raising events;
- Responsible for the in-kind solicitations for events;
- Create and manage the timeline, program and task list for FamilyWorks events;
- Work with staff, Board, community and planning committee to meet the goals of the events;
- Provide support to Board members, staff or community who take the lead on house parties or other hosted events;
- Bring creativity and innovation to new events in partnership with the community;
- Ensure compliance with insurance, legal, health and safety obligations;
- Determine level of staff and volunteer assistance needed for each event;
- Collaborate with Communications staff to promote and publicize the events;
- Proactively handle conflicts and troubleshoot solutions as needed on the event day;
- Conduct pre- and post- event evaluations and report on outcomes;
- Maintain event software and databases;
- Support and carry out the mission of FamilyWorks;
- Attend staff meetings and other meetings as required;
- Assisting with gift data entry;
- Other duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

- Willingness and ability to work with people from a variety of racial, cultural, education and economic backgrounds with various lifestyles and sexual orientations;
- Comfortable working in small groups and team environment;
- Capacity for directing and supporting volunteers.
- Detail oriented, with strong organizational skills.
- Excellent interpersonal and communication skills, both oral and written.
- Must be comfortable working in Microsoft office (especially Word and Excel), with databases and with email.
- Valid drivers license and willingness to drive as needed;
- Ability to maintain focus in a complex environment;
- A desire to continually learn, grow and improve professionally;
- Comfortable working in a shared work space, and can laugh;
- Passion for the FamilyWorks' mission.

EDUCATION / EXPERIENCE

- Associates or Bachelors degree preferred.
- 1-2 years of events management experience, preferable in a nonprofit setting, with coordination and management elements.
- Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works closely with a variety of people on a daily basis.
- Work is done at the computer and on the phone (60%) and in the field (40%).
- May involve lifting and carrying up to 40 pounds occasionally.
- Ability to work occasional evening or weekend hours.

HOURS AND COMPENSATION

30 hours per week $21/hour (DOE) Medical and dental benefits, general leave and holidays.

TO APPLY

Apply on-line at www.familyworksseattle.org. You may also call (206) 694-6727 to request a job application, or apply in person at 1501 N. 45th St. Seattle, WA 98103 in the Wallingford neighborhood. **Closing Date: January 10, 2020 at 5 PM.**

FamilyWorks provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.