

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF HUNTINGTON VALLEY

Position Title: Special Events Coordinator

Reports to: Director of Development and Assistant Director of Development

Schedule: 40 hours per week, M-F 8:00am – 5:00pm, with additional or adjusted hours as needed.

Rate of Pay: \$23-\$25/hour, reviewed annually

Classification: Full-time, non-exempt

Job Duties:

Special Events Coordination

Use your outgoing personality, stellar organizational skills, and experience in nonprofit special events to help the Boys & Girls Club generate revenue and build community support. If hired, you will:

- Take the lead in coordinating small scale events such as gift giving parties, holiday events for youth, sponsored shopping trips for youth, etc.
- Support the Development Director and Assistant Director of Development in coordinating major fundraising events including two galas, a golf tournament, and a bowling tournament.
- Represent the Club at community events by tabling, accepting donations for the Club, etc.
- Solicit community and business support for the Boys & Girls Club, both online and in-person.
- Use event management database and donor database to track donations

Note: Many events will take place on evenings and weekends. The Special Events Coordinator must be willing and able to work a flexible schedule during event weeks.

Online Community Engagement

Keep the Club's online presence up to date, informational, and engaging. If hired, you will:

- Provide daily content for the Club's social media accounts – Facebook, Instagram, Twitter, working with directors at all Club locations to generate content.
- Make updates to the Club's website using WordPress.

Development Department Administration

- Generate thank you letters for special events donations and other donations
- Coordinate bulk mailings
- Maintain accurate and organized files

- Track member surveys and other data for grant reports, awards, etc.
- Support the Development team and senior staff as needed
- Set up for meetings, including making copies, preparing refreshments, making sure Zoom meetings are set up, etc.

Desired Qualifications

- 3-5 years of experience in nonprofit special events
- Outgoing and able to engage professionally with people from all levels of the organization, from youth members to high level donors
- Excellent communication skills, orally and in writing
- Proficient in Microsoft Word and Excel
- Demonstrated experience with event management software
- Organized and able to prioritize projects
- Able to think ahead and problem solve
- Positive, can-do attitude

Benefits

This position is eligible for:

- Medical, dental, and vision insurance
- 50% discount on tuition at the Club's preschools for children ages 6 weeks to 6 years old
- Free after school care and summer programs for youth in grades 1-8 at the Boys & Girls Clubs of Huntington Valley and discounted sports league, martial arts, and performing arts class fees

How to Apply

Send your resume and a cover letter explaining why you are a fantastic fit for this job to laura@bgchv.com. Note: If you don't send a cover letter, you will not be considered for this position.

Acknowledgment: Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at-will, shall be for no specific duration, and may be changed or terminated at any time. Nothing in this job posting is intended to create an employment contract, implied or otherwise.

Equal Employment Opportunity Policy

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breast feeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.