



JOB DESCRIPTION

Job Title: Events Coordinator

Reports to:	Volunteer Services Manager	Dept: Volunteer Services
FLSA Classification:	PT Non Exempt, Seasonal	Entity: OneOC Core
Supervises Others:	Yes	

SUMMARY:

Under the direction of the Volunteer Services Manager, Events (VSM Events), the Events Coordinator supports in the planning and execution of OneOC's Signature Series Events, including OneOC's Spirit of Volunteerism Awards, the Community Cup, Civic 50, as well as corporate volunteer projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends all event committee planning meetings, records action items, and provides meeting recap to all attendees.
- Leads OneOC's Event Cadre meetings, gives clear direction for each event, and serves as volunteer point person.
- Tracks all event data including ticket sales and attendees.
- Supports in management of all vendors for events and projects including communication and coordination.
- Supports the Events Manager with venue permitting, communications, and logistics.
- Supports in day-of execution of corporate projects and events.

ADDITIONAL RESPONSIBILITIES:

- Supports the goals of VSM, Events and the Volunteer Services team including team outreach and volunteer goals.
- Supports the vision, values, and goals of OneOC.
- Organizes workload throughout the day to meet events timelines and deadlines.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatically correct and of appropriate tone.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- At least one year of events experience required.
- Experience coordinating volunteers required.
- Excellent communication skills, both verbal and written.

- Position requires strong organizational habits and positive human relation skills.
- Ability to multitask and support in managing multiple events in a fast-paced environment.

COMPUTER & EQUIPMENT SKILLS:

- Has excellent knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Computer efficiency in database management, Word, Excel, PowerPoint, or other design program: attention to organization and detail.
- Strong ability to manage multiple event calendars.
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:

- Have reliable transportation as light travel in Orange County and Los Angeles is required.
- Dependent on the event, will be required to lift up to 30 pounds.
- Ability to withstand the requirements of working for long hours leading up to the events and day-of. The employee is regularly required to stand, walk, stoop, kneel, crouch, or balance.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

MENTAL AND REASONING REQUIREMENTS:

- Ability to communicate directly with Events Manager during day-of to coordinate logistical flow of event.
- Ability to respond to volunteers, clients, and partners based on the Organization's relationship and tone.

OTHER JOB REQUIREMENTS:

- Must have reliable transportation as light travel in Orange County and Los Angeles is required.
- Maintains professional behavior throughout any event (corporate project or signature series)
- Ability to take direction and present to volunteers.
- Ability to step in and take the lead when needed.
- Will be required to work weekends before and/or late evenings leading up to the events (Typically, only 1 Signature Series event is held on a weekend)

This position is a part-time seasonal position through October for approximately 20-25 hours per week.

Salary range: \$20 - \$22 per hour

To apply, forward resume to HR@OneOC.org

OneOC is proud to be an equal opportunity employer.