



Engagement and Events Coordinator

Status: Part-time temporary 15 hours per week through September 2024, without benefits

Reports to: President/CEO

Qualifications:

- Bachelor's degree in Education, Marketing, Communications, or related field
- Experience (paid or volunteer) in event planning, teaching, facilitating, or training

Essential Duties and Responsibilities:

- Plans, executes and assists with all aspects of internal and external events coordination. This includes event logistics, collateral, communications, event production and vendor coordination.
- Maintain event budgets and provide administrative support and logistics related to each event assigned, including mailings, acknowledgements, updating database, event calendar, and reports
- Lead Resiliency Through Community project engaging community partners, schools, parents, and students through a variety of events
- Advise Resiliency Through Community campaign and work in partnership with Foundation staff to deliver collateral materials to schools
- Manage New World's Reading Initiative related efforts, including planning eight community events and/or parent workshops for 25-200 attendees, collaborating with Foundation, school district staff, and/or volunteers
- Assist with tracking deliverables for grant requirements
- Represents the Foundation at planning committee meetings, events and community events requested
- Coordinate volunteer needs for assigned events and projects. Assists with supervision of event volunteers, consultants and coordinators on specific events

Knowledge, Skills, and Abilities

- Strong written communication and public presentation, teaching, facilitating, and/or training skills including ability to communicate effectively for multiple audiences
- Strong organizational skills with the ability to manage multiple projects simultaneously, prioritize deliverables, and handle unexpected situations.

- Ability to make decisions and solve problems independently
- Strong marketing capabilities for purposes of event promotion and creation of collateral materials
- Self-starter with strength in both the creation/development and execution of ideas/campaigns
- Entrepreneurial spirit
- Must have access to a car or be able to transport materials to and from meetings and special events/programs. Including some evening and weekend events/meetings.
- Proficient in word processing and Canva
- Experience working within Clay County and Clay County District Schools preferred