

CAREER OPPORTUNITY

Title: Events Coordinator

Hours: Part-Time, 19 hours per week, Non-Exempt

Brief Description:

Oversee all public events for the CSSMV development department including but not limited to the annual Jazz Party, Golf Tournament, Celebration of Caring, Shine Dayton Celebration, Annual Meeting, Good Shepherd Legacy Society Dinner, and Volunteer Appreciation event. Ensure that events reach engagement and fundraising goals as established by the Director of Marketing & Development.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

Event coordination

- a.) Coordinate and manage all event logistics including venues, catering, invitations, entertainment, committees, promotion, set-up and tear-down, etc.
- b.) Run all committee meetings and report progress to the Director.
- c.) Engage committee of volunteers more deeply. This includes developing relationships with each volunteer and delegating responsibilities and supporting their efforts.
- d.) Maximize event participation and ensure that the following events reach their financial goals for the year: Jazz Party, Celebration of Caring, Shine Dayton, Golf Tournament.
- e.) Utilize GiveSmart to manage event registrations, silent auctions, and related activities.
- f.) In coordination with the Director, responsible for increasing organizational sponsors for each event.

Member of Marketing and Development team

- a.) Participate in bi-weekly staff meetings, annual strategic planning retreats, and agency staff meetings/trainings.
- b.) Support all-hands-on-deck mailings.
- c.) Create content in coordination with the communication manager for social media surrounding events.

Minimum Requirements:

- Associates degree in Marketing/Administration/Business preferred
- Intermediate computer experience, including Microsoft Word, Excel, and Outlook
- Ability to interact and work with a diverse population in a professional manner; ability to treat all clients with dignity and respect; experience dealing with the public
- Ability to organize and prioritize work and execute it efficiently and accurately
- Ability to operate general office equipment: copier, postage meter, printers, label makers, etc.
- Possess positive negotiation and assertiveness skills
- Ability to handle confidential information appropriately
- Commitment to CSSMV's mission and goals

*Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave., Dayton OH 45402
or e-mail to jobs@cssmv.org or fax to 937.222.6750*