

Part Time Events Coordinator

Job description

The Events Coordinator is a member of the development team and oversees all events at CVIM. Responsibilities include organizing flagship events and communications with sponsors and donors.

Responsibilities:

Oversee all event committees and plan all CVIM events - this includes four major annual events and other special events as necessary.

- Apply for all permits as needed, purchase insurance, secure contracts with vendors etc.

Identify and help solicit event sponsors

Organize and maintain all event materials and supplies

Work in conjunction with the Volunteer Coordinator to staff events

Qualifications:

1. 2+ years of experience required
2. Must possess excellent interpersonal skills including ability to motivate others and interact with variety of personalities and backgrounds
3. Must have the ability to work independently and manage multiple tasks
4. Requires strong computer and Internet research skills
5. Project coordination experience necessary
6. Ability to work with all levels of internal management and staff, as well as volunteers
7. Ability to work collaboratively in a mission-driven, team oriented department

Job Type: Part-time

Salary: \$20.00 - \$24.00 per hour

Expected hours: 25 per week

Benefits:

- 401(k)
- 401(k) matching
- Paid time off

Schedule:

- Day shift
- Evenings as needed
- Weekends as needed

Ability to Relocate:

- State College, PA 16803: Relocate before starting work (Required)

Work Location: In person