



## Events and Administrative Coordinator

Full-Time - 40 Hours per Week

To apply for the position, please visit: <https://www.indeed.com/job/events-development-coordinator-afaec834c0862fcc>.

### Position Summary

The Events and Administrative Coordinator helps to build community awareness and engagement through event management. This role reports to the VP of Philanthropy to strengthen Habitat's visibility in MetroWest/Greater Worcester by helping to coordinate, organize and deliver materials for special events, provide administrative support, and assist to cultivate community partnerships.

The position also helps accomplish administrative tasks relating to development-led initiatives across all programs and fundraising events including home builds, home repairs, Operation Playhouse that builds playhouses for veteran families, the annual Live and Silent Auctions, and Women Build.

### Key Responsibilities

#### Community Outreach & Representation

- Serve as Habitat's point of contact at tabling and other community events, fairs, and networking functions.
- In conjunction with Development and our Volunteer Manager, strengthen partnerships with schools, civic groups, and faith-based organizations for outreach opportunities.

#### Event Planning & Execution

- Help to organize and execute affiliate events, including donor recognition gatherings and community engagement activities.
- Assist as needed for our annual Live Auction and on-line Silent Auction.
- Collaborate with development staff to design promotional content and publicize events.
- Set up all dedications, groundbreaking, fundraisers, and other events by organizing and transporting necessary equipment to the site.
- Take photographs for posting at relevant events.
- **Operation Playhouse** -- Manage the veteran/sponsor communication; track and order supplies as needed for Operation Playhouse, a program that builds playhouses for the children of veterans. Communicate with the team leader as needed to ensure organization of the overall program. Attend the Operation Playhouse Build-a-Thons and the larger playhouse events.
- **Women Build** -- Lead and organize Women Build, a program that encourages women to form sponsored or fundraising teams and build on our sites. As the point person for this program, you will take ownership of successful communication with each team leader using our software that allows each team member to fundraise on our behalf or coordinate the details of company sponsorship. Order t-shirts for the event.

#### Marketing & Communications Support

- Assist marketing manager with development of newsletters, social media, and website content tied to events and outreach.

- Help to capture and share stories of Habitat families, volunteers, and partners to highlight impact.

### **Administrative**

- Utilize Greater Giving software, particularly during fundraising events to register guests, track funds received, enter gifts, among other things.
- Help to create flyers, invitations, our annual report, and programs for our events
- Assist with creating Constant Contacts to publicize our events and programs.
- Coordinate sponsor visibility at events through signage, printed materials, and verbal acknowledgements.
- Learn and utilize website editing tools to assist our Marketing Manager with postings.

### **Qualifications/Requirements**

- Bachelor's degree or equivalent in communications, marketing, event planning, or related field.
- 2 + years in administration and event coordination
- Excellent written and verbal communication skills to communicate with a variety of supporters such as donors, supporters, volunteers, and staff.
- Creative, organized, and detail-oriented with the ability to manage multiple projects.
- Proficiency with Microsoft Office, event management tools and software, social media platforms; design and email marketing experience is a plus.
- Willingness to work evenings and weekends as events require.
- Must have own vehicle. Mileage is reimbursable.
- Must be able to lift signs, tents, chairs, heavy boxes and other items to transport them to events.