



## **Event Project Coordinator**

Part-time (15-20 hours per week/hours fluctuate weekly)

Pay: \$21/hour

Start date: Immediately

Position reports to: Director of Operations

### **POSITION SUMMARY**

This individual will assume responsibility for the planning, coordination and execution of four organization events and will assist with third party fundraising events to benefit Angels' Arms.

The position requires the person to be highly flexible in regards to hours. Much of the work will be done at the Angels' Arms office on Tesson Ferry Road. Some weeks will be lighter in hours (e.g., 5 hours a week) and the weeks leading up to the events will require heavier hours. Note that the annual auction is in November and will require more hours between the months of September through November.

### **Responsibilities:**

- Maintain, organize and manage existing and new events from concept to completion, including, date, location, decor, food and beverage, publicity, and sponsorships, ensuring the events operate smoothly, efficiently and generate maximum revenue and positive exposure, including but not limited to:
- Monitor and prepare ongoing event budgets
- Manage special event volunteer groups and committees
- Work with the Marketing team in the creation of promotional materials and all event marketing, including invitations, flyers, programs, and slideshow presentations
- Provide effective direction to staff regarding event details
- Must be able to supervise and attend special events, at times requiring evening and/or weekend work.

### **Qualifications, knowledge, skills and abilities**

- High School diploma or equivalent required
- Bachelor's degree preferred
- Prior experience with event planning is a plus
- Familiarity with Word, Excel, Outlook, & PowerPoint
- Ability to work independently and take initiative on projects and tasks



**CONT:**

- Ability to take responsibility for work and manage time effectively
- Ability to adapt to changing organizational needs, conditions, and work responsibilities
- Familiarity with the importance of teamwork (promoting cooperation and commitment within a team to achieve goals and deliverables.)
- Ability to track expenses and revenues and remain within a budget
- Excellent writing and communication skills a must

**To apply:**

To apply, please send a cover letter, resume, and three professional references to [admin@angelsarms.org](mailto:admin@angelsarms.org). No telephone calls please.

**Information about Angels' Arms**

Angels' Arms is a 501(c)3 non-profit organization based in St. Louis, MO and is dedicated to providing and supporting loving homes for foster children by keeping brothers and sisters together within a nurturing family until a forever home is found. For more information, visit [www.angelsarms.org](http://www.angelsarms.org).

*Angels' Arms is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*