



HELPING CAPTIVES

Part-Time Event Coordinator Job Description

Our Mission:

Helping Captives is a Christian anti-trafficking and support organization serving the Spokane, Washington and Northern Idaho regions. We exist to honor God through providing opportunities for freedom and safety to those exploited by sex trafficking through prevention, intervention, and recovery services. www.helpingcaptives.org

Position:

The Event Coordinator helps coordinate annual fundraising events, and should possess an extensive skill set to ensure events are managed efficiently:

- **Communication and Interpersonal Skills:** Networking with a wide variety of entities (staff, vendors, sponsors, guests, volunteers, etc.) in the course of the job.
- **Team Management:** Work to complete tasks both independently and as a team. Ensure your team has what they need to do their jobs successfully; coordinate and delegate tasks to ensure the success of the team.
- **Sponsorship Procurement:** Work with Donor Relations Coordinator to establish and maintain individual and business relationships within the community to enlist their financial support.
- **Budgeting:** Ensure the event stays within budget; provide detailed financial updates and/or reports; maintain invoices and receipts.
- **Logistics:** Ensure venue details and timing flow smoothly from beginning to end (customer service, parking, seating, entertainment, etc.); Anticipate potential problems that may arise.

Minimum Qualifications:

- ❖ 2 - 4 years of event experience required. (Must have completed at least 4 large-scale events where your role was to manage and/or coordinate all aspects of the event).
- ❖ Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, and donor/event software programs.
- ❖ Strong organizational and project management skills.
- ❖ Excellent communication and interpersonal skills, including writing, proof reading, and speaking.
- ❖ Ability to manage multiple projects and complete them with little supervision.
- ❖ Highly organized and detail oriented.
- ❖ Fantastic customer service ethic and high expectations for quality.
- ❖ Demonstrates strong work ethics. Uses time productively to accomplish workload.
- ❖ Is team-oriented and works collaboratively to achieve team goals.
- ❖ Thrives under pressure and in an environment of rapid change while maintaining a positive and cheerful disposition.
- ❖ Ability to work weekends and/or evenings during events.
- ❖ Must be able to successfully pass a background check.



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Position Summary:

This is a 15-20 hour per week position that will include evenings and weekends during scheduled events. This position involves mid-level complex tasks in planning and executing large events and reports directly to the CEO. The weekday hours of this role will primarily occur between 10am and 3pm Monday through Thursday. Part-time, hourly position with a potential for flexible schedule once fully trained.

Event Consultation and Coordination Services:

Consultation services prior to the fundraising events may include, but are not limited to the following:

- ❖ Meet with Leadership Team to determine the preferred date of events taking into consideration other non-profit fundraising events and weather constraints.
- ❖ Assist in developing the overall theme of events.
- ❖ Based on the event themes, work with marketing team to develop graphics, invitations, branding, etc.
- ❖ Work with the marketing team to determine the marketing schedule that will best promote your events and not oversaturate or overlap existing marketing.
- ❖ Identify and secure vendors to support each event that meets style, budget, and event objectives.
- ❖ Work with the caterer to maximize the menu and serve timing.
- ❖ Assist with selection of food and beverage, rentals, decor (florals, linens, themes/color schemes, etc.) to meet event theme.
- ❖ Coordinate site visits to see event space for booked events.
- ❖ Facilitate menu tastings.
- ❖ Work with administrative and marketing team to coordinate online ticket sales and day-of fundraising and merchandise purchasing.
- ❖ Assist in the selection of a photographer and videographer, and ensure they understand event expectations for the entirety of the event.
- ❖ Assist in the selection of entertainment for the event, to include photo booths and live music.
- ❖ Assist in the selection and purchase of decorations based on the concept images provided and the budget constraints discussed.
- ❖ Provide guidance in logistics and overall flow of the event. Create and revise room layouts, as needed.
- ❖ Assist in securing the necessary permits and documentation and work with the administrative team to ensure the documentation is current.
- ❖ Work with the marketing team on the event program, event graphics, etc.
- ❖ Crafting decorative elements to be used for the event.



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Event Consultation and Coordination Services (continued):

- ❖ Work with your volunteer coordinator to identify and define all volunteer roles for the events.
- ❖ Work with your volunteer coordinator to obtain, instruct, and coordinate with volunteers to assist in various roles prior to and at the events.
- ❖ Provide regular updates to leadership team and “Event Planning Committee” on the progress of the events throughout the planning process. (Will work directly with specific staff related to event planning needs: volunteers, finances, graphics, sponsorship, etc.).
- ❖ Keep track of event finances including requesting deposits and final payments from client, invoicing, requesting checks for facility fees and/or vendors if applicable.
- ❖ Prepare and modify event contracts/proposals as needed and distribute event information to Leadership Team.
- ❖ Develop event itinerary, event timelines and production schedule.

Coordination Services (day of event) include, but are not limited to the following:

- ❖ Supervise vendor arrivals and setup according to event plan.
- ❖ Coordinate delivery of decorations and printed materials to the venue.
- ❖ Set up event materials and decorations at the venue, understanding there may be a limited window of time for set up.
- ❖ Coordinate with designated volunteers and delegate responsibilities (Check-in, games, decorations, fundraisers etc.).
- ❖ Act as point person for day-of vendors (photographers, catering, venue representatives, rental companies, etc.).
- ❖ During the program, act as point person for any inquiries and assist entertainment, emcee and/or deejay in queuing program activities (ex. Auction, Mission Updates, “Ask” for Donations, etc.).
- ❖ After events, assist in clean-up and/or return of decorations, rental pieces, personal effects, and remaining favors.
- ❖ **Post Event:** Participate in evaluation discussion with Helping Captives team.

Event Sponsorship Procurement -

Sponsorship procurement plays a crucial role in ensuring all event expenses are covered prior to the actual event. Duties include, but are not limited to the following:

- ❖ Work with Donor Relations Coordinator to schedule meetings with potential sponsors.



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Event Sponsorship Procurement (continued) -

- ❖ Meet with potential sponsors and present Helping Captives mission and role within the community to educate them on what we do.
- ❖ Create and maintain relationships with potential and existing sponsors to keep them engaged with our organization.
- ❖ Other duties, as directed by Leadership Team.

Personal Attributes:

- ❖ Team player
- ❖ Skilled in multitasking and time management
- ❖ Excellent communication skills
- ❖ Dependable
- ❖ Patient and calm in stressful situations
- ❖ A personal commitment to the Christian faith and to the mission of Helping Captives as a Christian faith-based nonprofit organization.

Compensation/Benefits:

- \$23-26/hour depending on experience.
- 2 weeks paid vacation.

HRC Ministries DBA Helping Captives is a 501(c)3, charitable, non-profit, Christian organization. Helping Captives has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. It is the policy of Helping Captives to grant equal opportunities for employment to all qualified individuals and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex or disability.