



Event Coordinator Job Description

Hours per week	32-40 hours/week
Supervised by	Development and Volunteer Director
Location	Eugene
Starting wage range	\$20.52-21.52, depending on qualifications

Overview

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

Relief Nursery strongly recommends that employees stay up-to-date with COVID-19 vaccines, including booster shots. This allows us to safely support children and families in an in-person environment.

Responsibilities

The Event Coordinator plans and manages annual fundraising and community events in support of Relief Nursery Programs.

Duties

The Event Coordinator manages all aspects of the following events:

- Taste of Oakway
- Relief Nursery Annual Golf Benefit
- Annual Board/Staff/Family BBQ in collaboration with Board of Directors
- Main Event Silent Auction

Responsibilities include:

- Full cycle event planning, including coordination, budgeting, logistics, set-up, clean-up and wrap-up.
- Establish income goals and expense projections for all events.
- Coordinate subcommittees, staff, volunteers, vendors, venues, logistics, promotion, sponsorship, ticket sales, media, licenses and permits.
- Recruitment of sponsors, committee chairs/members, volunteers and vendors.
- Create event related content for print and digital marketing, e-blast, social media, traditional media and website.
- Fulfillment of auction packages and raffle prizes
- Maintain accurate and current documentation of all event activities and records
- Work with Development Assistant to complete receipts and donor thank you process



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- Budget reconciliation with Finance Department.

The Event Coordinator provides regular and significant support throughout the year for Relief Nursery's annual Main Event fundraiser. In cooperation with the Main Event Coordinator, the Event Coordinator is responsible for:

- Management of all aspects of silent, super silent and online auctions from start to finish.
- Participating in general Main Event planning and strategic decision making.
- Working directly with silent auction chairs and committee members.
- Creating and updating content for Main Event website, social media, email, Power Point, auction booklet, event signage, etc.
- Coordinating supplementary event activities, such as photo booth.
- Securing required licenses and paperwork related to raffle, OLCC, etc.
- Coordinating arrangements of auction purchases to donor satisfaction including, but not limited to: travel, lodging, entertainment and activities.

Newsletter:

- The Event Coordinator will oversee the design, editing and printing of Relief Nursery's newsletter (three issues per year).

The Event Coordinator also supports the following events and activities:

- Leadership Board and Auxiliary Board fundraisers.
- Donor appreciation events and third party fundraisers, as needed.
- Miscellaneous events outside the normal annual calendar.
- Community relations activities, such as promotional events, media communication and community speaking engagements.
- Support and collaborate with Executive Director and Director of Philanthropy when requested.
- Attend all Development activities and staff meetings; attend agency All-Staff meetings and required trainings.
- Attend other staff, board and community meetings as requested, such as Board of Directors, Lane Leaders, United Way, Rotary, etc.
- Other duties as assigned.

Skills and Abilities

- Fundraising event management and strategy
- Event logistics and budgeting
- Familiarity with local community profile
- Strong attention to detail
- Ability to manage multiple complex projects
- Ability to collaborate effectively with other staff



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- Ability to receive feedback and respond based on directions and suggestions
- Remain focused and solution-oriented under pressure
- Comfortable asking for sponsorships and donations of goods and services
- Awareness and implementation of Relief Nursery's confidentiality policies
- Ability to act in a way consistent with a belief system that values diversity among people
- Navigate sensitive situations with empathy, tact and a positive attitude
- Ability to build strong relationships with stakeholders
- Excellent written and verbal communication skills, including writing and editing content, public speaking and media relations
- Volunteer management with effective methods for organizing, motivating and recognizing volunteers
- Problem solve and develop creative solutions to the satisfaction of donors, guests, volunteers, sponsors and vendors
- Respond to multiple requests in an organized and timely manner

Minimum Qualifications

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

- Associates degree or certification from an accredited college or university in hospitality, communications, marketing, public relations, business administration, nonprofit management or related field.
- One year of work experience with primary duties in event management, fundraising, community or public relations activities or any combination of experience and training which would provide the required knowledge, skills, and abilities.
- Experience working in and resolving high stress situations effectively.
- Experience in successfully developing and meeting project goals and timelines and working within budget parameters.
- Experience and familiarity with Microsoft Office and database management

Preferred Qualifications

Preferred qualifications refer to job-related education or training, experience, skills, etc. that are beneficial to the position and Relief Nursery, but not a requirement for the position.

- Bachelor's degree from an accredited college or university in hospitality, communications, marketing, public relations, business administration, nonprofit management or related field.
- 2 or more years of work experience in event management, fundraising, community or public relations activities.
- Experience with donor relations and/or a nonprofit working environment
- Graphic design experience (Adobe, Canva)



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Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- Competitive Wage
- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Vision Coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays
- Paid Jury Duty time
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

Interested applicants, please email resume and cover letter to:

Amy Beauchamp, Development and Volunteer Director, at amybe@reliefnursery.org

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required.

Position will remain open until filled.

Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace