



**Mission**

Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

**Position Title: Event Coordinator**  
**Reports To: Director of Event Operations**

**Department: DevMark**  
**Hours: Part-Time, Weekends & Evenings**

**FLSA:** This position is considered to be Non-Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA). Non-Exempt employees are entitled to overtime pay for hours worked in excess of forty (40) per work week.

**Position Summary:** Dynamic opportunity to change lives! We witness the mission of the organization in action every single day. Under direct supervision of the Director of Event Operations, the Event Coordinator is responsible for developing and organizing activities and events for our participants to enjoy on site. Activities will primarily take place on weekends and evenings.

**Typical Duties:** (The following duties are those typically required to do the job but are not intended to include all duties that comprise the job content. Typical duties are intended to illustrate the levels of difficulty of the job.)

- ☞ Work closely with Development and Program Departments to increase opportunities for volunteers and youth to utilize our Community Room together.
- ☞ Develop a calendar of events and activities for our on-site Community Room to include weekend open houses, game nights, movie nights, etc.
- ☞ Manage event invitations, RSVP lists, reminder emails, etc. to ensure maximum attendance at each event
- ☞ Capture content during on-site activities to share on social media
- ☞ Engage event participants in a helpful and supportive manner while on-site
- ☞ Develop educational and creative activities to enhance participants' experience (STEM, life skills, social-emotional, recreational, health & wellness)
- ☞ Support the Development & Marketing team in the execution of annual fundraising events (Big Night Out Gala, Tee Up For Kids, Paul's Car Wash and all third-party events)
- ☞ Support Program Department in the execution of volunteer appreciation events (Big Mixers, New Big Dinners, The Big Event, etc)
- ☞ Assist with Program Department with volunteer and parent training logistics.
- ☞ All other duties as assigned

**Competencies:** (Classification is typically expected to possess.)

- Ability to communicate effectively with both youth and adults
- Experience in organizing large group events
- Proficiency with Microsoft Office and relevant software applications.
- Working knowledge of office practices and procedures.
- Exercise tact and discretion and maintain confidentiality

**Education:** (Minimum & preferred educational requirements necessary to perform this job successfully):

- Must possess a minimum of a High School Diploma or GED

**Agency Core Values:**

Ability to demonstrate, understand and apply our workplace values listed below. These are embedded in all roles and responsibilities, and will be considered during all aspects of employment.

- **We Ignite Potential**  
We bring out the best in our Bigs, Littles & Families, Staff & Community  
We talk beyond today  
We believe in what’s possible  
We focus on sustained positive outcomes for youth
  
- **We are Ambitious**  
We promote collaboration  
We take initiative for our own growth and hold ourselves accountable  
We are innovative; creative in thought and problem solving  
We provide opportunities for youth to thrive
  
- **We are Committed to Greatness**  
We are Customer Service focused ALWAYS  
We are agile and can change gears comfortably  
We keep safety in the forefront  
We offer solutions, not excuses
  
- **We Fuel Diversity**  
We are committed to equity and inclusion  
We honor everyone as individuals  
We create an atmosphere of respect and acceptance  
We develop programming that reflects our community

**Time Required:** *(Time period the classification is typically expected to perform as a fully trained employee)*

- All new employees shall observe a 90 day introductory period.

**Travel Requirements:**

- Occasional local travel

**Work Environment/Physical Requirements:** *(Specific work place conditions and/or physical abilities that are related to and/or required by this job)*

- Moderate lifting, not to exceed 20 pounds, may occur from time to time.

**Equal Employment Opportunity**

BBBSAZ provides equal employment opportunities to all qualified individuals without regard to race, religion, national origin, color, gender, marital status, sexual orientation, gender identity, veteran status, or disability. BBBSAZ will comply with all federal, state and local anti-discrimination laws.

**Americans with Disabilities Act**

Applicants, as well as employees, who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**Job Responsibilities**

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSAZ may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
<b>Supervisor:</b> I have approved this job description and reviewed with my employee.	
Signature:	Date:
<b>Employee:</b> I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:

Revised 4.4.24