

Our mission is to build and support one-to-one relationships to ignite the biggest possible futures for youth.

**OFFICE & EVENTS COORDINATOR**

*Big Brothers Big Sisters of the North Coast was founded in 1969 as a non-profit organization with the purpose of forming meaningful relationships between caring, responsible adults and disadvantaged children through one-to-one matches; today BBBS is the premier mentoring organization in the North Coast region. Studies have shown that children who have the support and friendship of an adult role model are more likely to stay in school, have better relationships with adults and peers, and have higher self-esteem. We believe that every child deserves the chance to succeed!*

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**Reports to:** Executive Director

**Works in coordination with:** Agency staff and volunteers

**Hours per week:** 32

**Compensation:** $16/hour

**Deadline : 3/27/23**

**To apply:** Email, fax, or mail cover letter, résumé, and at least 3 non-personal references. Résumés without cover letters will not be considered. No phone calls please.

**Job Summary:**  The Office & Events Coordinator will plan and execute all special events, as well as help identify and develop strategic engagement and fundraising opportunities. This position is responsible for the general day-to-day operations of this small, community-based nonprofit organization. This includes all aspects of administrative support for agency activities and program as assigned by the Executive Director – including but not limited to word processing, graphic layout, data entry, photocopying, filing, and record-keeping.

**Minimum Qualifications:**

* High school diploma or equivalent
* Positive background and fingerprint check
* Must be willing to have extensive contact with the public
* Interested in working in the non-profit field
* Ability to maintain professional work standards with little to no supervision
* Optimistic and energetic
* Commitment to excellent customer service
* Proficiency with Microsoft Office
* Excellent oral & written communication skills
* Willing to work weekends and extended hours during fundraising events

**Essential Duties and Responsibilities**

**Fundraisers and Special Activities:**

* Coordinate fundraising events
* Solicitation of donations, event sponsors, and fundraising teams
* Recruit and coordinate volunteers and duties of volunteers during fundraising events
* Write letters, coordinate bulk mailings, and billings
* Maintain donor database and data entry
* Maintain email list
* Promote fundraisers and agency activities
* Work with program staff to organize program participants at special events
* Distribute brochures, posters, and tickets as necessary
* All other duties as assigned

**General Administration:**

* Answer all incoming calls and route to appropriate staff
* Make outgoing calls as requested
* Process all incoming and outgoing mail
* Update website and social media postings
* Filing and photocopying as needed
* Assist with agency record /database maintenance
* Coordinate mailings as needed to families, donors, and volunteers
* Order and maintain office supplies
* Receive and record payments
* Track donations, both cash and in-kind
* Provide administrative assistance to the Executive Director & Program Staff as needed
* Maintain office order and cleanliness
* All other duties as assigned

**Program Support:**

* Process all client and volunteer inquiries and applications
* Assist with volunteer reference calls
* Maintain accuracy and confidentiality of client and volunteer records and database information
* All other duties as assigned

**Equal Employment Opportunity**

BBBSA provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

**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. BBBSA may change the specific job duties with or without prior notice based on the needs of the organization.