

Event Coordinator

CLASSIFICATION: Non-exempt, Hourly

WORK SCHEDULE: Full-time, 40 hours per week, M-F

PAY/SALARY: TBD

LOCATION: Salem, OR

Family Building Blocks (FBB) is accepting applications for a full-time Event Coordinator that will work in Salem.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Job Summary

The Event Coordinator is a member of the Development Team and is responsible for providing superior coordination of Family Building Blocks fundraising and community outreach events under the supervision of the Event Manager. Family Building Blocks has a high standard of excellence and reputation for fun, motivating, and well-executed events. We seek a dynamic, organized, creative professional to join a fast-paced and experienced team of development professionals. Ideal candidate will be a detail-oriented individual with a passion and experience with planning and execution of events, a desire to make a difference, and a positive attitude to inspire community involvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

100% Event Planning and Execution

- Support Event Manager with major responsibilities on two, large fundraising events.
- Serve as Event Lead for several annual fundraising and community outreach events.
- Coordinate event logistics, including securing table captains, determining volunteer needs, arranging for venue, catering and décor, organizing set up and cleanup, and ensuring all event logistics and timelines are followed.
- Working with the Event Manager, manage event expenses and budget.
- Ensure appropriate follow up occurs after each event including filing of paperwork, acknowledging sponsors, thanking volunteers, etc.
- Provide event participants opportunities for feedback and evaluation of events.
- Attend committee meetings as requested.
- Establish meaningful relationships with volunteers by finding enriching ways they can assist with events and encouraging volunteer involvement. Train volunteers for their duties at events and help recognize and appreciate their efforts.

- Provide reports, verbally and in writing, to groups as assigned – such as Board of Directors, Committees, Leadership Team and Development Team.
- Actively pursues professional development opportunities.

Minimum Qualification and Experience

- High school diploma or equivalent.
- Two years of demonstrated event coordination experience.
- Strong public relations skills, which include projecting a favorable attitude.
- Strong communication skills: verbal, written, and interpersonal.
- Strong organizational and time management skill with the ability to prioritize to meet deadlines and balance competing priorities.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Strong knowledge of Microsoft Office suite. Ability to learn new programs required for the position.
- Ability to maintain a professional and positive attitude and work independently with little guidance in a fast-paced, changing environment.
- Must maintain discretion and respect the confidentiality of information about volunteers, donors, enrolled families, personnel issues and other program operations.
- Must be energetic and self-motivated, and able to handle stress and remain calm.
- Ability to: take initiative, exercise discretion, maintain confidentiality, make independent, sound decisions and utilize good judgment.
- Demonstrated ability to work in a collaborative team-oriented environment.
- Able to work a flexible schedule as evening and weekend work is often required.
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

Preferred Qualifications: Education and Experience

- Associates or Bachelor's Degree.
- Experience working in non-profit organization.
- Experience with Raisers Edge and Greater Giving software.

Additional Eligibility and Qualifications

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance is required.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment
- Must have First Aid/ CPR card, Food Handler's card and OLCC server's permit within 30 days of employment.

Certificates, Licenses and Registrations

- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training)
- Valid Oregon Driver's license
- Proof of current auto insurance.

APPLICATION DEADLINE: Open until finalists are selected

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, jobs@familybuildingblocks.org.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.