



Job Posting

Job Title: Special Events Coordinator
Job Status: Permanent, Part-time, Hourly & Non-exempt

STATEMENT OF THE JOB:

This position is responsible for coordinating organizational events from conception to completion and managing priorities and deadlines in an organized and timely manner.

ESSENTIAL FUNCTIONS:

- Work collaboratively with the Community Engagement Team to create, plan, manage, coordinate and execute events for the organization including fundraising, training, and staff & volunteer events
- Responsible for any required post-event follow up or needs

QUALIFICATIONS AND EXPERIENCE:

- Experience in the nonprofit sector
- Evidence of successful event coordination and management required; minimum of 6-12 month experience preferred
- Minimum of high school completion
- Hold a valid driver's license and have reliable and independent transportation for work purposes

KNOWLEDGE / SKILLS / ABILITIES:

- Excellent time management and project management skills
- Experience with event planning and coordination
- Ability to manage multiple tasks and projects independently
- Calm demeanor and ability to work well under pressure
- Excellent communication skills
- Detail-oriented
- Creative
- High commitment to customer service
- Ability to work independently as well as collaboratively
- Proficient with Microsoft Suite applications

Schedule:

20 hours per week, exact schedule to be discussed and planned with Development Director. Flexible hours and some evenings and weekends required.

Rate of Pay:

\$12.00 per hour

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status.

Submit cover letter and resume by Friday, September 30th at 5pm:

Mail:

Attention: Erin Lambeth
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Kalamazoo, MI 49009

Fax:

Attention: Erin Lambeth
269-381-0935

Email:

Attention: Erin Lambeth
elambeth@gryphon.org