



Liberty House Job Announcement

Event Coordinator (On-Site)

Full-time – 40 hours

Temp to hire.

Starting at \$21.85 per hour, depending on experience

About Liberty House

Liberty House is a child advocacy center; a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. Our successes lead to vital positive social change, and we are looking for a highly organized, energetic, self-motivated, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Event Coordinator

The Event Coordinator is a core member of the Community Engagement Team. The Event Coordinator will be involved in all areas of event planning and execution, coordinate invitations and thank you letters to event guests and donors and support the team in the coordination of all outreach methods used to raise awareness of Liberty House and its mission. In this role you will work to ensure that all donors, contributors, supporters and partners feel cherished, acknowledged, thanked and celebrated. This role is supervised by the Director of Development and Community Engagement and is responsible for working successfully with the team, the Chief Executive Officer and the Board of Directors to promote relationship building and successful fundraising.

Basic Functions and Responsibilities of the Position:

Event Planning and Execution

- Coordinate event logistics including but not limited to: procurement of necessary donations, venue oversight, communications with vendors, creation of written program, same-day set-up and event execution.
- Script and plan large-scale event messages and activities with a fundraising focus for up to 750 people, as well as online events and small-group events such as tours or donor appreciation parties
- Communicate effectively and regularly with team members about all event aspects.
- Meet with donors and contributors connected to events; receive donations, ensure donors are promptly thanked.
- Enter data and run reports utilizing Greater Giving and Bloomerang when appropriate.
- Coordinate and write donation receipt letters.
- Assist volunteers at events in collaboration with Volunteer Coordinator and other team members.
- Coordinate Social Media posts regarding events.
- Coordinate Post-Event Information including Guest surveys, expense and income reports, Board of Director summary.
- Work with Board of Director Event Committees, taking lead when asked, create and recruit volunteer event committees when needed.

Team Member functions

- Assist in maintaining the Year-Long Community Engagement Work Calendar using Planner or other organizational tools which the team may adopt.
- Assist and coordinate social media and website management as appropriate for third party events, donor support and interest.

Other Requirements

- Have legible and attractive handwriting/penmanship.
- Be able to present to audiences.
- Be able to work under short deadlines and high-pressure situations.
- Be creative and able to adjust to the changing event landscape.
- Be prepared to handle other duties as assigned.
- Ability to work evenings and weekends intermittently required.

Liberty House may consider applicants who have an acceptable combination of Education, Licensure/Certification, and Experience.

- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment.
- Interest in Liberty House mission.
- Have legible and attractive handwriting/penmanship.
- Be able to present to audiences.
- Be able to work under short deadlines and high-pressure situations.
- Be prepared to handle other duties as assigned.

To Apply:

Please email a **cover letter, application and resume** to: HR@libertyhousecenter.org

Attention: Kaute Harrington, HR Coordinator

Open until filled; temp to hire.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.