



JOB DESCRIPTION

OPPORTUNITY: Events Coordinator

JOB SUMMARY: Events Coordinator will work directly with the Executive Director in planning, supporting and executing the fundraising and special event activities of Operation Ward 57. This person will also help assist the Organization with some administrative duties as needed.

WHERE: Seattle/Tacoma/Spanaway Washington

LENGTH: Makes a time commitment of approx. 5-10 hours each week for one year. Extra hours may be required during special events. Commitment is renewed annually thereafter. Ability to work independently from home or come to office. Hours are flexible and may require work on weekends and around holidays.

SALARY: None – Volunteer. Internships available.

JOB DUTIES:

- Event Planning and Execution
- Contact auction donors/sponsors/vendors and artist as needed
- Work with Special Events Manager and/or key volunteers to coordinate event logistics
- Keeps guest lists and event data up to date
- Physically receive, catalog and organize auction items
- Write auction descriptions
- Work with Special Event Manager to procure and organize supplies for events
- Assist with multiple complex mailings or emails
- Event planning, promotion, and on site execution including set up and tear down

REQUIREMENTS:

18 and Over. Car is essential.

Driver's license and proof of insurance required.

Military ID, CAC Card or PIV Card Required

QUALIFICATIONS:

Education and Experience:

- High School Diploma
- Must have a strong interest in event planning
- Previous event volunteer experience a strong plus
- Must have a working knowledge of Microsoft Excel and Word

- Database experience preferred
- Licenses:
 - Must possess and maintain a valid driver's license and a reliable vehicle.
- Physical Requirements: Must possess the strength to lift and carry materials weighting at least 50 lbs. without assistance.

SKILLS DESIRED:

- Outgoing and well spoken
- A go- getter/pleasant personality
- Creative and detail – oriented
- Ability to exercise good judgment
- A “can do” attitude and desire to learn
- Ability to follow instructions and also work independently
- Sense of humor is a must!

To apply please send resume (please include a list of any events worked including volunteering), 2 References, application, and cover letter to volunteer@operationward57.org