



## **Special Events Program Coordinator**

20 hours/week (afternoons/evenings and some weekends)

Pay range: \$19 - \$23/hour

### **JOB PURPOSE:**

Under the general direction of the Deputy Director performs complex and varied coordinating, administrative, and mentoring duties and provides support to the overall Education Program. The Education Program Coordinator will provide technical, basic budgeting, project management and clerical support to after-school event committees, act as a mentor and first point of contact for youth participants and community agencies, with a primary focus on youth in grades 6th-12th. The Education Program Coordinator will be a strong supporter of the organization's mission, collaborate with schools and other nonprofit agencies for the benefit of the community and be responsible for completing diverse administrative tasks.

### **DUTIES AND RESPONSIBILITIES:**

- Oversees seasonal youth-led after-school committees who plan, manage and produce large seasonal events. This includes but is not limited to mentoring youth, coaching youth leadership development, and helping to guide youth-led event management for four after-school committees (School Supply Drive & Distribution, Kids Zone, Winter Boutique, and Empty Bowls) through project development, marketing, financial planning, implementation, and evaluation.
- Recruits volunteers, including adult mentors and youth leaders, to help plan and implement seasonal events.
- Collaborates with community and agency partners through event planning, management and production of seasonal events.
- Oversees finances/budget management for assigned after-school committees and other events/projects as needed.
- Oversees in-kind report/spreadsheet for youth-led projects, working with staff as needed to update on a monthly basis.

- Facilitates the successful implementation of the program model for committees and projects to reach expected outcomes while documenting benchmarks throughout the program year.
- Assists with program development for the Education Program including, but not not limited to, the leadership development component.
- Assists with the organization and facilitation of youth leadership workshops and camps as needed.
- Assists with the organization and implementation of the annual Youth Recognition Event as needed.
- Assists with the preparation of written materials (e.g., correspondence, brochures, newsletters, forms, Board meeting documents, visual materials, data for grants, etc.) for the purpose of conveying and collecting information.
- Develops mutual trust and builds a courteous, respectful and compassionate team environment with the deputy director, education program team and other staff members, volunteers, and community leaders.
- Responds in a timely manner to inquiries regarding designated Hands4Hope After-School Committees and Community Engagement Events from youth, parents, and agencies.
- Participates in and attends meetings as required (e.g. weekly staff and Education Program Team Meetings, as well as Youth Board and Board Meetings as needed).
- Understands and applies a working knowledge of the daily operations of Hands4Hope management and leadership.
- Maintains confidentiality of all matters involving Hands4Hope personnel, youth participants, adult volunteers, finances, clients, and research matters.
- Performs other duties as assigned and assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

## **Qualifications and job requirements:**

### REQUIRED SKILLS:

#### Education:

- Experience: Two to three years of experience working with youth, especially middle and high school aged, preferably working with a non-profit organization (may include working as an employee or a volunteer).
- Experience: Two to three years of experience in event planning, project management and production.
- Education: High School Diploma required; an Associate of Arts degree preferred; education at a level to demonstrate the ability to perform the duties and responsibilities as described.
- Ability to interface well within all facets of Hands4Hope and represent Hands4Hope in a highly professional manner.
- Must demonstrate proficient skills in Google Suite and Microsoft Office Suite, including Word, Excel, and have a working knowledge of PowerPoint.
- Working knowledge of Gmail, Google forms, and Constant Contact is beneficial.
- Must have the ability to work with basic mathematical concepts as required for fundraising support and budget management.

## **Knowledge and Abilities:**

#### Must have:

- Strong time management and organizational skills
- Ability to plan and implement large scale events while mentoring youth
- A willingness to be cross-trained in other aspects of the organization
- A personality that enjoys working with others, especially youth
- An enthusiastic demeanor
- A flexible and adaptable attitude including ability to work flexible and varied hours
- The ability to follow instructions, respond to management direction and solicit feedback to improve performance
- Excellent attention to detail

Must be willing to be trained as a:

- A mandated reporter
- A LGBTQ+ Ally

Ability to sit for prolonged periods of time; work independently, and understand and carry out oral and written instructions. Significant physical abilities include reaching/ handling/fingering, talking/hearing conversations, ability to lift and carry up to 25 pounds, near visual acuity/visual accommodation. This person must have the ability to travel as required to work on campus and with staff, volunteers and partner agencies.

Licenses, Certifications, Bonding, and/or Testing Required: Must possess a valid California Driver's License and evidence of insurability (provide copy of clean DMV printout), TB test clearance, and Criminal Justice Fingerprint Clearance.

Bilingual in Spanish & English is beneficial.