



## SPECIAL EVENTS COORDINATOR

HOPE Helps, a local non-profit with a mission to prevent homelessness and keep families in their homes, is looking for an energetic, organized Event Coordinator to help enhance our visibility in the local community. The Special Events Coordinator will work as the lead for HOPE events, and a liaison for event coordination amongst partners in the community. Position is full-time, Monday – Thursday with a flex Friday and weekend availability for scheduled events. Required: Event Planning Experience or Bachelor's Degree, Background Check.

- Responsible for event logistics to initiate, plan and execute fundraising/outreach events. Oversee procurement purchasing with regard to catering, audio/visual, security and rental needs for events. Oversees event set-up and tear down.
- Prepare and maintain calendar/timelines of events and logistics that enables and anticipates long-term planning and effective event management.
- Create event specific content for HOPE's newsletter and website.
- Produce basic event promotional materials, such as flyers, using Canva platform.
- Track event attendees and maintain attendance records for all special events to allow for future planning. Utilize innovative techniques to streamline event registration, check-in and check-out.
- Work closely and communicate effectively with program managers, marketing, committees and staff to consistently promote events, obtain accurate event specifications and target audiences.
- Track and be aware of event expenses to ensure targeted goals are met.
- Identify all aspects of event needs, such as risk assessment and crisis management planning strategies. This includes, but is not limited to, security and first aid for the event.
- Confirm event speakers are briefed and prepared to provide effective presentations and ensure appropriate items are available.
- Secure event committees and facilitate event meetings as it relates to signature event logistics.
- Conduct post event meetings to receive and provide post-event feedback from surveys, expense recaps and incorporate into future planning of events.
- Coordinate all tabling event logistics (i.e. Mustang Car Show, Taste of Oviedo, Night in Bethlehem and other tabling events) alongside Volunteer and Marketing Departments. Provide high overview to participants.
- Works alongside Volunteer Department relating to event volunteer coordination, confirming captains/leads, shift times & shift descriptions and confirming volunteer captains/leads are on track leading up to and day of the event.
- Act as Ambassador for Oviedo Winter Springs Chamber to connect with local businesses for outreach and in-kind/fundraising connections. Pass along contacts to appropriate departments and Admin for newsletter database.
- Secure in-kind donations using outreach connections as a goal to decrease HOPE's event expense budget (ex: entertainment, food, venue, etc.).
- Act as back up for social media, as needed.
- Compile and deliver year-end stats in regards to Events to CEO.
- Attend event related networking opportunities and represent HOPE, as requested.
- Prepare Events Department Plan then submit annually to CEO.

Please send resume, cover letter and pay rate expectation to [resume@hopehelps.org](mailto:resume@hopehelps.org) with SPECIAL EVENT COORDINATOR in the subject line.