



SPECIAL EVENTS COORDINATOR

HOPE Helps, a local non-profit with a mission to prevent hunger and homelessness, 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 and requires some weekend availability for signature events. Required: Event Planning Experience or Bachelor's Degree, Background Check.

1. Understanding of HOPE's Mission, Vision, Values and Structure.
2. Responsible for event logistics to initiate, plan and execute fundraising/outreach events. This includes venues, food, supplies, etc. Oversees procurement purchasing with regard to catering, audio/visual, security and rental needs for events. Oversees event set-up and tear down.
3. Prepare and maintain calendar/timelines of events and logistical spreadsheets to enable and anticipate long-term planning and effective event management (that can be used for all events) to confirm all necessary preparations are in order. Bring event logistics forward each year (post event) for future event planning and communicate updates to staff/team.
4. Create event specific content for HOPE's newsletter, website and print alongside Marketing. (ex: Invitations, Box Host lists, Wish Lists, etc.)
5. Produce basic event promotional materials, such as flyers, using the Canva platform, collaborate with Marketing, as needed (ex: Non-signature events: Volunteer Appreciation, Thrift Events, Tabling Events, etc.).
6. 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 (Constant Contact, Airtable, etc.).
7. Work closely and communicate effectively with program leads, marketing, committees and staff to consistently promote events, obtain accurate event specifications and target intended audiences.
8. Track and be aware of event expenses to ensure targeted goals are met.
9. 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.
10. Confirm event speakers are scheduled and supported to provide presentations, alongside CEO. Ensure appropriate items are available, alongside Marketing (ex: podium, screen, microphone, step & repeat, etc.).
11. Secure event committees and facilitate event meetings as it relates to signature event logistics (Vision of HOPE not included).
12. Conduct post event meetings to receive and provide post-event feedback from surveys, expense recaps and incorporate into future planning of events (carry over notes to the following year).
13. Coordinate with CEO on all tabling event logistics (i.e. Mustang Car Show, Taste of Oviedo and other tabling events) alongside Volunteer and Marketing Departments. Provide high overview to participants.
14. Works alongside Volunteer Department relating to as it pertains 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 events.
15. Secure in-kind donations using outreach connections as a goal to decrease HOPE's event expense budget (ex: entertainment, food, venue, etc.). Report status to Development Department.
16. Act as back up for social media, as needed.
17. Compile and deliver year-end stats (including In-kind) in regards to Events to CEO (due mid January).
18. Attend event related networking opportunities, present on behalf of the organization and represent HOPE, as requested.
19. Prepare Events Department Plan, annually, and submit to CEO.

Please send resume, cover letter and pay rate expectation to resume@hopehelps.org with SPECIAL EVENT COORDINATOR in the subject line.