

CHILD ADVOCATES OF NEVADA COUNTY
Job Summary for Event and Marketing Coordinator
August 2022

TITLE: Event and Marketing Coordinator
EMPLOYMENT STATUS: Part-time Hourly, non-exempt
HOURS: 15-20 Hours per week
WAGES: \$19-\$22/hour DOE
BENEFITS: Monthly Health Care Stipend
REPORTS TO: Executive Director

SUMMARY: This position is responsible for coordination of agency events and fundraisers and for development of marketing materials both online and in print, focusing on bringing awareness to our mission while raising the profile of Child Advocates. This position is also responsible for social media outreach, online fundraising campaigns and maintaining content on agency website.

KEY DUTIES:

- Organize and coordinate event logistics including location, insurance, event sponsorships, tickets, volunteer coordination, and marketing/publicity
- Maintain agency website
- Coordinate and maintain an ongoing social media presence
- Coordinate donation/sponsorship acquisition for events in collaboration with the Executive Director
- Design marketing/fundraising/event graphics and material including brochures, invitations, banners, posters, and advertisements
- Occasional weekend and evening hours during events

EDUCATION, EXPERIENCE AND CERTIFICATIONS:

Computer/Software skills: Highly proficient in Microsoft Office applications such as Excel, Word, and Outlook. Proficient in Adobe Graphics Programs such as InDesign and/or Adobe Illustrator, experience with content management systems (website platform) a plus.

Required Skills & Qualifications: Demonstrated professional, leadership, and administrative skills. The ability to effectively interact with co-workers, volunteers, donors, and board members to accomplish common tasks is essential. Excellent time management, the ability to prioritize tasks successfully/meet deadlines

Highly desirable: Successful experience building a network of supporters. Undergraduate college degree and office experience indicating a progression of responsibilities. Successful experience collaborating with volunteers and stakeholders.

Required: Criminal justice fingerprint clearance required prior to commencing employment. Valid driver's license and auto insurance coverage.