

**JOB DESCRIPTION FOR
SPECIAL EVENTS COORDINATOR**



PRIMARY JOB TITLE : Special Events Coordinator
SUPERVISOR: Development Director
CLASSIFICATION: Non-Exempt, Full Time

POSITION SUMMARY: The Special Events Coordinator is responsible for planning, implementation and coordination of Ronald McDonald House Charities of Central PA's (RMHC-CP) internal and external special events. This position will support advancing the organization's brand and increasing community and donor engagement with RMHC-CP. Our ideal candidate will be able to provide outstanding customer service and support memorable events that meet the organization's intended goals and expectations.

COMPETENCIES: Communication and writing skills, interpersonal/team effectiveness, self-starter, administrative/organizational excellence, action-oriented and results-driven, ability to manage multiple projects efficiently, computer competency, and personable demeanor.

JOB DUTIES and RESPONSIBILITIES:

- Support, develop and execute strategies for successful special event programs and initiatives within budget and timeline
- Coordinate all event efforts from conception thru completion, considering target audience and event objectives including, but not limited to event locations and details such as décor, catering, entertainment, transportation, location, invitee lists, special guests, equipment, etc.
- Generate traffic, attendance and interest in the organization through successful execution of events
- Assist Marketing & Communications Manager with developing event marketing materials, website content and social media content
- Contract annually with event platform company and handling event page set-up, uploads and settings on platform for each event.
- Lead event committees, attract, coordinate, engage and support committee volunteers
- Organize post event activities to evaluate success and challenges
- Meet or exceed financial goals for each event that are established annually with Development Director
- Prepare event budgets and ensure adherence
- Source and negotiate with vendors and event suppliers
- Maintain and manage event databases, timelines and electronic files
- Lead any additional special event components as directed by the Development Director
- Perform additional development tasks including grant writing and graphic design as time allows with primary focus being on special events

QUALIFICATIONS and EXPERIENCE:

- Proficient knowledge of event planning best practices
- Strong project management and problem-solving skills
- Excellent written and verbal communication skills
- Minimum of one to two years related experience
- Proficient working knowledge of Microsoft Office
- Passion for the RMHC-CP Mission
- An Associate degree is preferred
- Valid driver's license, auto insurance, and cellular phone are required.

COMPENSATION:

Compensation commensurate with experience. Salary range is \$35,000-\$40,000

APPLICATION PROCESS:

Apply by submitting your resume, cover letter and application for employment to jobs@rmhc-centralpa.org. Application for employment is available at <https://www.rmhc-centralpa.org/who-we-are/careers/>

Signature _____ Date _____