



Special Events Coordinator

Reports To: Executive Director

Location: Durango, CO

General Description:

The Special Events Coordinator will plan, organize, and ensure all Women's Resource Center's special events are successful from idea to clean up. Events include, but are not limited to: Women's History Month, Men Who Grill and Men in Heels. In addition, the successful candidate will coordinate with any outside entities that are fundraising on behalf of the WRC. The Special Events Coordinator will look for new opportunities to engage our community in supporting the Women's Resource Center.

This is a Part-Time, Non-Exempt Position. Approximately 15-20/hrs week.

Goals and Responsibilities:

- Collaborate with the Executive Director to develop and implement comprehensive event planning strategies and budgets for each event.
- Plan, organize, coordinate, and market special events.
- Develop and adhere to event timelines and oversee all event logistics, including but not limited to, permitting, facility reservations, and coordination of volunteers
- Develop and implement all aspects of individual and corporate sponsorship for events, including but not limited to: existing sponsors, outreach to potential new sponsors and recognition after each event.
- Recruit, communicate and work with teams / participants for all events.
- Work in conjunction with the Program and Marketing Director to develop and disseminate all event marketing materials.
- Act as event liaison between WRC, vendors, donors, etc.
- Responsible for third party management of delivery vehicles, photographers, florist, catering, and transportation services to ensure seamless presentation and positive brand experience.
- Support coordination of social media platform marketing to include Facebook, Twitter, LinkedIn, etc. and website content.
- Maintain records on event activities, progress, status, and post event summary.
- Attend, manage and facilitate events to oversee activities and ensure details are handled as planned.
- Address any issue that may arise and will remain on site after the event is over to ensure proper clean up.
- Work with and give guidance to volunteers and staff involved in event planning and execution.
- Write and disseminate all press releases related to each event.
- Organize, schedule, and run all event planning meetings.

- Create a press file / report for all corporate sponsors at the conclusion of each event.
- Determine staffing needs for special events. Authorize or secure additional staff as required
- Provide billing and follow up with sponsors.
- Be familiar with WRC programs, daily operations and can work with clients when needed.

What We Need from You:

- Committed to the Women's Resource Center's mission and knowledgeable of the programs the organization offers our community.
- Minimum of two-year special event planning or related work experience.
- Experience in planning and implementing special events, including strong knowledge in attracting funds or sponsorships; proven track record in creating and implementing promotion plans; print production expertise associated with fundraising events.
- Strong communication skills – written and verbal.
- Strong negotiation, leadership, and planning skills.
- Ability to multi-task, remain calm and work under pressure in a fast-paced environment.
- Strong computer skills and proficiency in word processing, spreadsheet applications, and other fundraising software.
- Attention to details and good problem-solving skills.
- Extensive experience working with executives, donors, and volunteers, and managing, supervising, and providing orientation to people on events.
- Excellent social media and marketing skills; media relations experience is also an asset.
- Strong interpersonal skills and ability to deal with a diverse type of people.
- Excellent organizational, project management, time management skills and ability to cope with limited resources, seize opportunities and think creatively.
- Ability to work effectively as part of a team and take initiative when the need arises.
- Demonstrated consistent high energy level and flexibility, pleasant persona coupled with sound judgment; flexible, discreet, and ability to maintain confidential information; knowledge of correct protocol for specific situations.
- Experience and comfort in facilitating committee meetings.
- Strong work ethic; detail-oriented; accountable; trustworthy; and follows through on commitments in a timely manner.
- Confident, humble, friendly, and outgoing; has a sense of humor.

What We Offer

- Flexible work schedule
- Competitive wage
- Pleasant working environment
- Remote work at the Executive Director's discretion
- Potential for career advancement

Salary Range: \$18 - \$23 / hour Depending on experience

In compliance with **Colorado's Equal Pay for Equal Work Act (EPEWA)** we are disclosing the compensation for this position. A potential new employee's salary history will not be used in a compensation decision.

Interested candidates, please email resume to: director@wrcdurango.org. No phone calls please.

NOTE: *This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. Women's Resource Center is an "at-will" employer.*

The Women's Resource Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status or status as a U.S. Veteran.