

Position title	Department	Reports to
Event Coordinator	Development	Executive Director
Employment status	FLSA status	Salary
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	\$25.00 per hour

About Us

Since 1995, Big Brothers Big Sisters of San Luis Obispo County has served young people on the Central Coast with youth mentoring services. Our work supports our belief that every child has the ability to succeed and thrive in life. Big Brothers Big Sisters of San Luis Obispo County makes meaningful, monitored mentor matches between volunteers (Bigs) and youth (Littles). Through our commitment to quality and innovation and the passion we have for our work, we develop and sustain positive, life-changing relationships that have a direct and lasting impact on the lives of our youth and the adults who mentor them.

Position Summary

The Event Coordinator is responsible for planning and executing our annual events: Big Event gala, Dodge for a Cause dodgeball tournament, donor appreciation event, volunteer appreciation events, and other events as assigned.

Position Overview

The Event Coordinator will be responsible for planning, coordinating, and executing a variety of events to support the organization's fundraising, outreach, and community engagement goals. This role requires a dynamic and organized individual with a proven track record in event management, strong communication skills, and a passion for making a positive impact.

Responsibilities

1. Event Planning

Develop and execute comprehensive event plans, including timelines, budgets, and logistics for our annual events. Secure live and silent auction prizes for our annual Big Event in collaboration with our Big Event Committee.

2. Stakeholder Engagement

Collaborate with internal teams, sponsors, donors, and community partners to ensure successful event execution and foster positive relationships.

3. Volunteer Management

Recruit, train, and coordinate volunteers for events, ensuring a smooth and efficient operation.

4. Budget Management

In collaboration with the Interim Executive Director, plan and manage event budget, tracking expenses and ensuring events are cost-effective while meeting fundraising goals.

5. Marketing and Promotion

Work with the marketing team to develop and implement promotional strategies for events, including social media campaigns, email marketing, and other outreach efforts.

6. Logistics and Operations

Oversee event logistics, including venue logistics, catering, audio-visual needs, transportation, and other event-related services.

7. Post-Event Evaluation

Conduct post-event evaluations to assess the success of events, gather feedback, and identify areas for improvement.

Qualifications

- Relationships and connections with the San Luis Obispo County philanthropic community a big plus.
- Bachelor's degree in event planning, hospitality management, marketing, or a related field.
- 4 years of experience in event coordination.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, project management software, and Teams.
- An interest in the mission and values of Big Brothers Big Sisters.

How to Apply

Please submit your resume and a cover letter detailing your relevant experience to caity@SLObig.org

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Minimal physical requirements to include walking, standing, sitting and/or standing at work station; normal busy office environment.
- Able to lift and carry up to 25 pounds
- Must be able to work proficiently with computers and other office equipment.
- Must be able to pass a background check consisting of National Sex Offender, Criminal History and driving record check.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Big Brothers Big Sisters of San Luis Obispo County is an equal opportunity employer and encourages candidates from all backgrounds to apply.