Special Events Coordinator
Full-time/Benefits Eligible
Monday through Friday 8:30 am to 5:00 pm*

* Flexibility is needed to attend meetings, events and activities which occur outside of these hours – including evenings, weekends, and event and campaign months; September-December and March-May.

Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, able-ism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We’re committed to making our community a safer place for everyone. Join us!

As part of the Development team, the Special Events Coordinator is responsible for the planning and execution of Emerge special events, including the Survivor of the Year celebration, donation outreach events, participant events, Domestic Violence Awareness Month (DVAM) events and plays an active role in implementing new events dependent on evolving organizational needs.

Through intentional collaboration with the Development Manager, Vice President of Operations and Philanthropy, and Organizational Development Team, this position will participate in brainstorming with and integrating feedback from Emerge programmatic and operational staff at all levels of the organization.

Through this collaborative process, this position will synthesize the different experiences and perspectives to inform Emerge's donation and community outreach efforts, and event planning. This position also coordinates all community fundraiser (aka third party) outreach efforts and is responsible for the creation and maintenance of community corporate partnerships on behalf of Emerge. As part of the Development Team, this position performs other duties to support the Team and the agency as a whole. This position requires high energy, excellent communication skills, flexibility, proactive planning, the ability to form relationships with internal staff and external partners, and the ability to meaningfully engage with diverse communities to be successful in achieving the philanthropic goals of Emerge.

ESSENTIAL DUTIES

Special Events (currently includes an annual luncheon, planned giving events, participant-centered events and all Domestic Violence Awareness Month events):

- Act as lead on all participant-centered and donor events (approximately 6-8 events per year)
- Proactively create, track and communicate all details of event plans and meets all deadlines
- Plan, develop and implement all special events, which includes:
  - Creating a detailed project plan, shared with all involved staff and updated regularly
  - Prepare all printed materials (invitations, signage, save-the-dates, etc.) for events in collaboration with the Marketing and Communications Coordinator
o Prepare all electronic materials (social media posts, website announcements, etc.) in collaboration with the Marketing and Communications Coordinator and the Executive VP and Chief Strategy Officer
  o Visualize and execute all decor for the event
  o Visualize and implement all communications for the event
  o Serve as the lead contact for day-of-responsibilities at Emerge events

• Communicate about all events effectively inside and outside of the agency
• Coordinate early and often with Emerge Systems Integration staff to ensure volunteers at events
• Coordinate with the Director of Operational Resources on all participant-centered events, including Holiday House, Easter, Mother’s Day, “Pop-Up Shops,” graduation celebrations for housing participants, as well as coordination for back-to-school supply distribution and participant birthdays
• Coordinate with the Organizational Development Team in the execution of community events that raise awareness around Emerge’s antiracism and anti-oppression work, which may include collaboration with other community partners
• Have the ability to work successfully with venue, registration and merchandise vendors and manage Emerge’s relationship with them

Community Donation Outreach
• Act as primary contact and lead for community fundraising events
• Track all community fundraising event paperwork from the website
• Proactively reach out to community fundraisers for needed supplies or other donations (ex. back-to-school supplies, starting over supplies)
• Proactively reach out to NEW potential community fundraising prospects

Community Corporate Partnerships
• Act as primary contact and lead for community corporate contacts and sponsorships
• Track all corporate partners in the database (eTapestry)
• Coordinate all community corporate partnership fulfillment activities and ensures they are up-to-date
• Proactively reach out and engage community corporate partners
• Proactively reach out to NEW potential community corporate partners
• Create and send community corporate partnership fulfillment packets within 30 days of the end of their sponsorship year
• Take the lead in creating social media posts thanking community partners for their support

Other Responsibilities
• Take the lead in crafting social media posts related to events, including days of awareness, in collaboration with the Marketing and Communications Coordinator and the Executive VP and Chief Strategy Officer
• Table at various events to increase awareness of Emerge in the community
• Collaborate and “step in,” when other teammates need support
• Fulfill material requests as appropriate
• Adhere to agency policies and procedures and all City, County, State and Federal rules and regulations
• Attend all trainings and meetings as required

REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 3 years of work, professional or life experience (personal), in the following areas:

Note: Emerge recognizes that the required skills and knowledge needed to serve survivors of domestic abuse can be derived by formal professional experience as well as other life experience outside of a professional setting. Qualified applicants will be asked to make a direct connection between their work or life experience and the required qualifications below. We also value the added foundation that formal education can provide, however, any years spent in an educational institution will not count directly toward the number of years required or preferred.

• Knowledge of the dynamics of domestic abuse and/or sexual violence
- Demonstrate willingness and ability to confront racist, homophobic, transphobic behavior/comments in any setting
- Demonstrated knowledge (from lived experience and perspective or otherwise) of a trauma-informed approach to event planning, specifically when considering an event that centers and/or honors individuals and families experiencing domestic abuse
- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so that you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability
- Excellent written and oral communication
- Ability to work well independently and be self-motivated
- Proficient computer skills including e-mail and calendars

**PREFERRED EXPERIENCE AND QUALIFICATIONS** - Any combination of at least 5 of lived/life experience (personal), work, or professional experience in the required areas.
- Bilingual (English/Spanish)
- Experience in a non-profit or community-based organization
- Experience with event planning and working with donors and volunteers
- Experience with networking and connecting in the Pima County community

**REQUIRED COMPETENCIES**
- Well-developed interpersonal and communication skills, both oral and written
- Excellent skills in prioritization and organization, able to multitask
- Excellent attention to detail
- Project management skills, including the ability to take leadership and ownership in projects
- Commitment and ability to meet multiple deadlines simultaneously
- Proficient computer skills including e-mail, calendars, document processing, spreadsheets and databases
- Understand the mechanisms and the application of Facebook and other social media
- Proven skills managing large projects
- Experience with events planning and coordination
- Ability to meaningfully engage with culturally diverse population
- Excellent internal and external customer service and communication skills
- Excellent presentation skills

**OTHER REQUIREMENTS**
- Ability to get fingerprint clearance through the Arizona Department of Public Safety
- CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance

**PHYSICAL DEMANDS**
- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Provide CPR/First Aid
- Must be able to lift up to thirty pounds
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine

Emerge is an equal opportunity employer