

Events and Volunteer Coordinator Friendship Bridge – Lakewood, CO

Friendship Bridge is an international social enterprise with a mission to create opportunities that empower Guatemalan women to build a better life. The organization operates as a non-profit, non-governmental organization and relies on a donation portfolio and the sale of artisan products to expand its outreach and impact.

POSITION SUMMARY

The Events and Volunteer Coordinator is based in Lakewood, Colorado, USA. This part-time position (30 hours/week) is responsible for event coordination for luncheons, annual gala, volunteer events, and special events. This position is also responsible for volunteer coordination including onboarding, training, and volunteer management. The Events and Volunteer Coordinator role supports all general fundraising activities including support of gift processing. Reports to: Associate Development Director

JOB DESCRIPTION

Events Coordinator Responsibilities

- Oversee all Global Communications and Partnerships events including the annual gala, luncheons, volunteer appreciation event, and special events.
- Responsible for event timeline development and collaboration with internal teams on marketing to support events.
- Work collaboratively with Associate Development Director on event strategy.
- Oversee annual gala which includes managing gala Procurement Specialist and intern, procuring of auction items, development and maintenance of online auction website, mailing of gala incentives, and event party coordination.
- Project manage development of event marketing, programs, scripts, and presentations.
- Coordination of venue contracts, audio visual, and food/beverage selections.
- Maintain event budgets.
- Development of exciting new concepts for events.
- Tracking of online ticket sales, seating arrangements, and printing of name tags.
- Occasional travel to events for event execution responsibilities.
- Create acknowledgement letters for event donations and work with Administrative Assistant on processing letters.
- Help with occasional third party opportunities and events.
- Oversee recruitment and manage events intern.
- Other administrative duties as required.

Volunteer Coordinator Responsibilities

- Oversee volunteer onboarding and training.

- Coordinate volunteer communications via Salsa Engage and create sign up forms.
- Manage office volunteers and volunteer projects.
- Support in volunteer appreciation stewardship.
- Maintain and update volunteer records in Salsa/DonorPro database.

DESIRED SKILLS AND EXPERIENCE

- Events coordination experience
- Experience with gala type events and luncheons
- Proficient in Microsoft Suite and Google Drive
- Proficiency in Salsa/Donor Pro database a plus
- Great communicator, outgoing personality and ability to work as part of the team
- Ability to independently manage multiple tasks and projects and to assess and change priorities based upon organization needs
- High level of attention to detail
- Results-oriented and excellent organizational skills
- Values fit with someone who has a true service orientation and passion for empowerment
- Flexibility to do whatever it takes to get the job done

PERKS OF WORKING AT FRIENDSHIP BRIDGE

Weekly Spanish Class in Lakewood
Casual dress code
Empowerment of Women

This position is located in Lakewood, Colorado. It is a part-time position with benefits after one month of employment. A competitive salary and benefits package is offered.

Friendship Bridge provides for equality of opportunity without regard to race, color, age, religion, sex, national origin, disability or handicap.