



Job Title: Communications and Events Coordinator
Reports to: Development Manager
Status: Full-time, 40 hours/week, Non-Exempt
Hours: Flexible schedule required
Date: November 17, 2022

Summary: The primary responsibility of the Communications and Events Coordinator is to provide logistical planning of CARDV events and associated activities meant to raise community awareness, engage with donors, and meet funding goals set by the agency. Creates and coordinates print and electronic communications in accordance with fundraising plan to promote supporter engagement, in-person events, virtual events, and online campaigns.

Essential Duties:

- Bringing potential event ideas and options to the Development Manager for discussion
- Working with the Development Manager to establish an annual budget and organize a plan for meeting it
- Coordinating all planning, logistics, and implementation of CARDV events
- Convening and facilitating committee meetings (including staff and volunteers) on an as needed basis to plan major CARDV events. This includes scheduling meetings, creating agendas, and recording and sending minutes
- Creating and publishing content on CARDV's Facebook, Instagram, and CARDV's website. This includes promoting events via social media
- Leading the creation of image and content; and, implementation of CARDV's regular Newsletters
- Attending relevant community events to promote upcoming CARDV fundraising or awareness activities
- Coordinating with the administrative staff to ensure that event participant, donor, and sponsor data is entered into a central database for future communications and timely donor recognition
- Coordinating of community outreach activities/campaigns, including but not limited to, the Holiday Gift Program and Domestic and Sexual Violence Awareness Month displays
- Providing regular feedback and updates to the Development Manager

Education/Experience:

- BA/BS preferred or equivalent experience
- Two years of work experience in events coordinating, fundraising, sales/marketing, or related field

Required Skills/Abilities:

- Must understand, support, and promote CARDV's mission and be able to represent the agency in public
- Demonstrated experience coordinating and planning large in-person and virtual events
- Detail-oriented and able to work with all staff and a variety of volunteers
- Comfortable with the basics of public relations, community awareness/education campaigns, and social media marketing.
- Comfortable using Microsoft Suite, Adobe Suite and related social and multi-media platforms
- Demonstrated understanding of and ability to maintain strict confidentiality
- Possess awareness of and respect for cultural differences

Additional Requirements:

- Successful completion of CARDV Administrative Advocacy Training Program
- Required automobile transportation, current auto insurance, and valid driver's license

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Physical Demands:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 50 pounds at times.

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Manager _____ Date _____

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee _____ Date _____