



### **Event Coordinator**

Join our team at the Multi-Service Center (MSC) and make a meaningful impact on our local community. Our mission is to build a future without poverty by creating pathways to help, hope, and dignity for our neighbors. At MSC, we believe that diversity, equity, and inclusion make us a stronger team to achieve our goals. By joining MSC you too can be part of the team that serves to empower individuals and help create thriving communities.

If you are passionate about non-profit service, have a genuine desire to help others, and have expertise in non-profit fundraising events, marketing, and social media, we are excited to learn more about you. If you seek an opportunity that aligns with your purpose, we invite you to learn more about us, our values, our vibrant culture, and the exciting prospects that await you at MSC.

We offer a comprehensive benefits package that includes a choice of two health plans, dental and vision plan paid by the employer; life insurance (1X annual base pay) and long-term disability insurance (60%); FSA, HRA; 401K; 3 weeks of vacation to start, 12 days sick leave and 14 paid holidays including your birthday; Family building benefit up to \$3,000, and a Sabbatical program for tenured employees. You can find more information on the [Careers Page](#) of our website.

The **Event Coordinator** is responsible for the management and implementation of MSC's special events including but not limited to MSC's Spring into Action Dinner & Auction and MSC Helps Luncheon, and in partnership with the Associate Director – Community Engagement, securing corporate sponsorship support for MSC. The Event Manager is also responsible for management and implementation of cultivation events for donors and volunteers, outreach fairs, and other events as appropriate. This position successfully incorporates diversity, equity, and inclusion principles.

### **Status, Schedule, Location:**

- Non-Exempt, full-time, generally Monday to Friday 8:30 AM to 5:00 PM. Federal Way headquarters with hybrid possible after completion of introductory period.
- Travel may be required to other MSC locations and throughout King County.

## **Overview of Responsibilities:**

### **Event Logistics and Management:**

- Manage all logistical aspects including venue, food and beverage, A/V needs, supplies and rental equipment, event signs, décor, and event collateral, and communications.
- Serve as liaison with all event vendors and partners.
- Conduct negotiations and secure contracts, within budget, for event space and with all event related vendors.
- Secure corporate and other sponsors for events or general agency operations in partnership with the Associate Director – Community Engagement. This may include soliciting potential sponsors by mail, phone, and/or in person.
- Secure volunteers necessary for events, manage the staff and volunteers working at events.
- In partnership with Associate Director – Community Engagement, secure guest speakers and/or entertainment, develop programs and write scripts for events as required.
- Develop and implement additional fundraising events to include third party hosted or community fundraisers.
- Develop and implement recruitment strategies for encouraging event attendance.
- Oversee, plan and implement MSC's annual volunteer and donor appreciation events in collaboration with appropriate MSC staff.
- In partnership with the Associate Director – Community Engagement, create collateral and communication materials for fundraising, cultivation, and outreach events.
- Propose new ideas to improve the event planning and implementation process.
- Recruit members and work with volunteer event committee(s).

### **Financial Management and Data Analysis:**

- For each event, prepare proposed budgets in cooperation with the Associate Director – Community Engagement.
- Provide periodic progress reports to appropriate parties and keep track of event finances (including check requests, invoicing and reporting).
- Input, extract, compile and analyze event and some donor related data.
- Maintain written minutes of MSC's events committee meetings, tracking information and monetary amounts of secured sponsorships and procurements for fundraising events and producing materials for fundraising events.
- Provide any required financial or event reports.

### **Community Representation:**

- Represent MSC at community events, including but not limited to, Chamber of Commerce events, Rotary events, local job and resource fairs, sponsored events (i.e. organizations holding events to benefit MSC) as requested.

### **Additional Responsibilities** include the following.

- Other duties as assigned.
- Travel to MSC (Multi-Service Center) offices and program meetings throughout south King County and the city of Seattle.

## **Requirements**

- A high school diploma or equivalent or general education degree (GED) is required. Higher education is highly preferred but not required.
- At least 1 year experience with non-profit events management.
- Some graphic design experience preferred.
- A valid driver's license, car insurance and reliable transportation.
- Excellent written and verbal communication skills.
- Superior attention to detail and accuracy.
- Excellent communication skills, including writing, proofreading skills and speaking.
- Ability to accomplish projects with little supervision.
- Excellent interpersonal skills both in person and by phone or email, with high professionalism.
- Fantastic customer service ethic and high expectations for quality.
- Ability to represent the agency and all its programs to funders and donors professionally and positively.
- Ability to work with people of diverse backgrounds and various levels of employment.
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers.

## **Wage/Salary Range:**

- Salary Grade 14: MIN \$26.55 - MID \$29.62 MAX \$33.38
- The ranges shown should be used as an estimate and are affected by many factors, including the critical need of the position, your overall experience and qualifications, and other considerations.
- At the moment of hire, the salary will be determined based on your qualifications and experience, with consideration given to a range extending from the minimum to the midpoint.

## **Join our mission!**

To apply, please send your resume and cover letter to [jobs@mschelps.org](mailto:jobs@mschelps.org)

No phone calls, please.

Multi-Service Center is committed to creating a diverse and inclusive environment. MSC is proud to be an Equal Opportunity Employer. MSC welcomes all qualified applicants and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.