



Events Coordinator

*Works out of 826LA's Echo Park
and Mar Vista offices*

826LA is a non-profit organization dedicated to supporting students ages 6 to 18 with their creative and expository writing skills, and to helping teachers inspire their students to write. Our services are structured around the understanding that great leaps in learning can happen with one-on-one attention, and that strong writing skills are fundamental to future success. With this in mind we provide after-school tutoring, evening and weekend workshops, in-school tutoring, help for English language learners, and assistance with student publications. All of our free programs are challenging and enjoyable, and ultimately strengthen each student's power to express ideas effectively, creatively, confidently, and in his or her individual voice.

826LA is looking for someone to join our hard-working, passionate team as a full-time Events Coordinator. Reporting to the Director of Development, the Events Coordinator is responsible for the coordination and production of all events for the organization, including fundraising, volunteer appreciation, and marketing events. This position develops and maintains sponsorship relationships with businesses, individuals, and organizations. Additionally, this position manages event committees and volunteers. As assigned, this position will work in coordination on other projects to attract volunteers and funding for the organization. The Event Coordinator will work from 826LA's centers in Echo Park and Mar Vista; some evenings and weekends are required.

POSITION RESPONSIBILITIES:

- Coordinates all aspects of event planning, production, and follow-up for events, including Tell Me A Story gala, peer-to-peer fundraisers, Partners in Time donor events, volunteer appreciation and recruitment events, store sales events, and community-building marketing events;
- Manages all phases of in-kind and fiscal event sponsorship including solicitation, fulfillment, and stewardship;
- Develops and executes marketing plans, including event publicity, event websites, and collateral (design, production, and distribution);
- Creates and tracks event budgets;
- Coordinates and tracks event ticket sales;
- Maintains event and volunteer databases;
- Manages all aspects of event committees and volunteer coordination, including but not limited to staffing, recruitment, communication, training, and recognition;
- Coordinates event contractors and vendors as needed;
- Assists the Director of Development with other projects as needed;
- Reports to the Development Director.

THE IDEAL CANDIDATE MUST BE ABLE TO DEMONSTRATE THEY HAVE:

- 2-3 years event coordination experience;
- A creative approach to live events;
- Excellent project management skills;
- Strong communication, both written and interpersonal;
- Proven ability to multi-task, be flexible, and solve problems creatively in a fast-paced environment;
- Experience working with committees, donors, talent, and/or volunteers;
- A passion for writing, education, and especially 826LA's mission;
- Experience using Salesforce or a compatible cloud-based database preferred;
- Spanish-language skills preferred.

This position is full time, and the flexibility to work some evenings and weekends is necessary. Physical demands include the ability to sit, talk, hear, see, and occasionally lift and/or move up to 25 lbs. Benefits include three weeks vacation, participation in 826LA's health and dental care plan, 401K, and life insurance plan. Salary is commensurate with experience. Position start date is January 30, 2017.

HOW TO APPLY

Please send the following to jobs@826la.org no later than December 19, 2016, with the subject line:

“Events Coordinator.” *No phone calls please.*

1. A cover letter that includes a summary of your relevant experience and a specific explanation of why you are interested in working at 826LA.
2. A detailed resume including three references.
3. A short description or link to information about an exemplary event you coordinated.

826LA is an affirmative action/equal opportunity employer.