



SHELTER. SUPPORT. SOLUTIONS.

Part-Time Events Coordinator

Job Announcement

Position Summary

From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community. The Events Coordinator is part of the Community Engagement Team. The team focuses on making donors and volunteers feel like part of the Pillars team and connects the resources of our community with the needs of Pillars. Team activities include fundraising, outreach to donors, grant-writing, volunteer coordination, event planning, public relations initiatives, media relations, and community involvement. The Events Coordinator supports fund development and community engagement opportunities by coordinating and participating in special events that raise funds and generate gifts of time, talent and goods to support the Pillars mission. This Part-Time position is for 20 hours/week, with additional hours to support events or projects as necessary.

Duties and Responsibilities (include but are not limited to)

- Has passion for the mission of Pillars and displays agency values: Respect, Collaboration, Empowerment and Grit.
- Plans and coordinates an annual fundraising gala and in-kind drive; oversees venue, menu, registration and check-in for annual volunteer appreciation event and report to community.
- Schedules and tracks registration for recurring educational events and site tours.
- Leads committees in support of special events; engages volunteers in committees and activities/tasks to plan and execute events, including sharing communications with sponsors and donors.
- Prepares sponsorship and solicitation letters in partnership with the Development Manager.
- Collaborates with the Marketing & Communications Coordinator on event marketing, including print materials, social media, website and Pillars blog.
- Plans and structures event registration and the collection of attendee information, including contact and payment information; partners with the Administrative Coordinator to execute these plans.
- Coordinates and negotiates with vendors as necessary to plan for and execute events.
- Partners with the Volunteer Manager to conduct onboarding and training with event volunteers.
- Serves as point of contact during special events; ensures events run smoothly; thanks volunteers, donors, and participants.
- Encourages community-organized, third-party events; creates and maintains plans and guidelines for select events; in partnership with Marketing & Communications Coordinator, provides brand-appropriate signage and needed materials.
- Acts as ambassador for Pillars' programs, services, and clients through speaking engagements, site tours, and community events.

- Spends time regularly with clients utilizing crisis housing and apartment services to understand the mission of the organization.
- Other duties as assigned.

Core Competencies

- **Confidentiality** - Ability to maintain confidential information and safeguard the security of information of Pillars and our clients. Keep private information from unauthorized individuals, either within Pillars or others outside the organization.
- **Project Management** – Takes initiative to ensure projects are completed in a timely manner; Demonstrates strong organizational ability; Has a passion for working collaboratively with others to attain a positive outcome.
- **Adaptability** – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Teamwork** – Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit.
- **Cost Consciousness** – Works within approved budget; Develops and implements cost savings measures; Conserves organizational resources.

Qualifications

- Associates degree in liberal arts field (or related study) or an equivalent amount of training, education and experience required; bachelor's degree strongly preferred
- Prior event planning experience required
- Proficient with Microsoft Office programs
- General understanding of social media preferred
- Ability to travel locally, with access to a reliable vehicle and possess a valid Wisconsin driver's license and automobile license

Compensation

The compensation for this Part-Time position is a wage of \$15.36 per hour. Benefits include a 401k retirement account and an Employee Assistance Plan.

To Apply

DEADLINE TO APPLY: January 28, 2021 by 8:00 AM

Send resume and cover letter to tmelzl@pillarsinc.org or mail:

Tracy Melzl, Human Resources Assistant, Pillars, Inc., 605 E Hancock Street, Appleton, WI 54911

Pillars is an Affirmative Action Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability or veteran status.