

Job Title: Volunteer and Events Coordinator

Purpose: The volunteer and Events coordinator will provide organizational support for all community supported events while upholding the mission statement of SSCO.

Reports to: Executive Director of Stevens Square Community Organization

Activities: The Volunteer and Events Coordinator is responsible for the following:

- Provide support to the Outreach and Events Committee; which includes being the staff contact
- Assist in finding community volunteers for events, as well as, recruitment into the organization from community residents
- Coordinate volunteer contact list, profiles and schedules for events
- Assist the organization by implementing fundraising events; implement a plan of action with the Executive Director and O & E Committee
- Point of contact for event planning volunteers
- Keep archive of events
- Track donations and sponsorships
- Attend events (could include some evening hours)
- Assist with promotion of events; e.g. press releases, etc.
- Keep record of resources available to event volunteers
- Assist the Safety Coordinator with assigned duties
- Any other assigned duty by the Executive Director

Qualifications: The Volunteer and Events Coordinator should have the following qualifications:

- High school diploma or G.E.D required
- Excellent verbal and oral communication skills
- Ability to take notes
- Ability to work independently while being a team player
- Ability to handle high stress situations
- Former volunteer experience and/or volunteer recruitment
- Event planning experience a plus

Time Commitment: The volunteer coordinator will be a part-time position that may work between 10-15 hours a week. The amount of hours worked will be variable depending on events and outreach activities.

Pay Scale: The expected pay range will be from \$10.00 to \$12.00 an hour.

Benefits: There are no health or vacation benefits to this position. However, this position offers flexibility of time worked.

If interested in learning more please contact Steven Gallagher, Executive Director at:

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