

Events Coordinator

Employer: Big Brothers Big Sisters of Northeastern Wisconsin
1345 W. Mason Street
Green Bay, WI 54303

Hours: 0.5 FTE, Salaried, Exempt

Shift/Work Days: Position requires occasional evenings and weekends

Openings: One



Overview

Big Brothers Big Sisters of Northeastern Wisconsin is looking for a professional, organized, and dynamic individual to oversee its signature fundraising events: Bowl for Kids' Sake, Golf for Kids' Sake, and Taste of the Town/Chef Showdown.

Requirements for position

- Experience in event planning, coordination and execution; contacting organizations for auction/raffle items, working with venues to plan events, etc.
- Experience in office procedures with a demonstrated ability utilizing digital technology; CMS database; Microsoft Office products; accuracy in spelling and grammar
- Excellent phone and customer service skills and attention to detail
- Access to reliable transportation on a regular basis with proof of insurance and regular driver's license
- Pass a background check

Responsibilities

- Coordination and support of special events as assigned by the Marketing and Communications Director
 - Oversees all aspects of special event preparation including and not limited to: securing volunteers as needed; working with on-site contact; coordinating the production of and/or creating and distributing event materials; tracking responses; creating event timelines and agendas; coordinating event logistics including food and drink, and ancillary materials; creating work and seating assignments as needed; securing auction and raffle items
 - Participates on event subcommittees assisting in the coordination and development of various projects
 - Develops and oversees event budgets
 - Maintains donor records
- Responsible to perform general and administrative support responsibilities as assigned by the Marketing and Communications Director
- Assist the Marketing and Communications Director in overall programs and goals of the Agency
 - Recommend policy and procedure changes as appropriate to the Marketing and Communications Director
 - Assists with special projects and other duties as assigned

If interested

Please send resume and cover letter to:

Big Brothers Big Sisters of Northeastern Wisconsin
Attn: Marketing and Communications Director
1345 West Mason Street
Green Bay, WI 54303

Or via email to Joy Wick: joyw@bbbsnew.org