

Walla Walla Community Hospice
1067 Isaacs Ave.
Walla Walla, WA 99362
(509) 525-5561

Position Description:

Events and Outreach Coordinator

Purpose:

To develop and implement Walla Walla Community Hospice community education, outreach, educational, and fundraising events.

Responsibilities:

The Events and Outreach Coordinator is responsible for:

- 1) Planning, managing, and executing WWCH-sponsored community education, outreach, educational, and fundraising events.
- 2) Soliciting sponsorships and donations to ensure the financial viability of events.
- 3) Maintaining positive community relationships, including acknowledging and thanking donors and event participants.
- 4) Maintaining positive vendor relationships.
- 5) Recruiting, training, orienting, and supervising events volunteers in partnership with the Volunteer Coordinator.
- 6) Collaborating with other WWCH staff.
- 7) Assisting with promotional and communication strategies related to events.
- 8) Monitoring budget, income and expenses of event.
- 9) Ensuring all goals, objectives, projects, campaigns and plans are executed in a timely manner.
- 10) Develop and implement strategies of uniform branding of the organization.
- 11) Reporting on event results.

Qualifications:

- 1) Four year college degree in marketing, communications, public relations, or a related field, or sufficient combination of education and work experience to be successful in the position.
- 2) Highly motivated, energetic, and creative team player with a positive attitude.
- 3) Demonstrated ability in project management or events coordination.
- 4) Ability and willingness to directly solicit donations and sponsorships on behalf of the organization.
- 5) Excellent oral, written, and public speaking skills.
- 6) Basic understanding of accounting principles.
- 7) Basic understanding of graphic design principles.
- 8) Demonstrated proficiency in the use of Microsoft Office programs and ability to become proficient in a customized donor database program.
- 9) Experience and a comfortable familiarity of other technology such as smart phones and audiovisual equipment.
- 10) Ability to lift 40 lbs. and agility to climb and stoop to floor level.
- 11) Excellent organizational and time management skills with ability to prioritize, complete assignments accurately, and meet deadlines.

- 12) Ability to effectively manage many details.
- 13) Strong relationship building skills and the ability to work collaboratively, tactfully, and respectfully with others.
- 14) Critical thinking skills with the ability to trouble shoot, identify viable options and problem-solve.
- 15) Represent WWCH by providing outstanding customer service.
- 16) Must be able to take direction, yet work independently.
- 17) Must be able to work as part of a multidisciplinary team in a positive, professional manner which supports the mission of the organization.
- 18) Professional in appearance and conduct.
- 19) Availability to work occasional overtime, evenings, and weekend hours as necessitated by events schedule.

Functions: This is a list of functions of the position for guidance. It is not intended as a complete list and may be modified verbally or in writing by the Executive Director at any time to reflect the changing needs of WWCH.

- 1) Research and develop fundraising ideas and schedule events and activities to support those projects.
- 2) Manage and implement all details of each event, with or without clerical support.
- 3) Solicit donations from the community in support of events, as needed.
- 4) Work with the Executive Director, other WWCH staff, and volunteers on special projects.
- 5) Provide status reports to the Executive Director at the end of each activity or event.
- 6) Provide back-up support to office administrative team.
- 7) Attend appropriate WWCH training sessions, as required or requested.
- 8) Attend scheduled staff meetings.
- 9) Perform other associated duties as requested by the Executive Director.

The position of Events and Outreach Coordinator is on an at-will basis. This means that either the employee or the employer may terminate the employment relationship at any time, with or without notice or reason, unless expressly prohibited by law.

Signature of Employee

Date