



PROJECT/EVENT COORDINATOR

Position Description

Updated 3-15-2023

Description of Duties:

Responsible for various fundraising/outreach events, along with developing and executing marketing and communications programs for the Center. Assist the Executive Director in administering Senior Center projects.

Supervision Required:

Work under the direct supervision of the Executive Director.

Essential Duties and Responsibilities:

- Assist Executive Director & Executive Vice President by collaborating to execute fundraising and outreach programs.
 - Senior Life Expo
 - Golf Tournament
 - Craft Show Extraordinaire
 - Dining to Donate Program
 - Colorado Gives Day
 - Loving Life Challenge
 - Car Wash Coupons
 - Shopping Extraganza
 - King Soopers
 - Miscellaneous fundraisers and any new programs added
- Collaborating with Executive Director to coordinate other projects for the Center.
- Research and organize new Fundraising programming, in collaboration with all staff members as needed.
- Assist and Coordinate fundraising committee in collaboration with Executive Vice President.
- Assist and provide fundraising updates and data for Executive Vice President's Board Report.
- Coordinate Outreach Activities/Events within the community. (I.e. Shop Ex, Artfest. Volunteer Fairs, etc.)
- Schedule, train and oversee volunteers for Fundraising and Outreach events.
- Verify and record fundraising/outreach volunteer's hours in Schedules Plus.
- Research and develop new Fundraising opportunities.
- Design, update and create new sections for the CRSC website, as back up with Content Creator/Activity Coordination Support staff member.
- Manage, Design and Implement Online Auctions and Online Boutique.
- Design, write and publish Center emails via email marketing program, as back up with Content Creator/Activity Coordination Support staff member.
- Write and distribute CRSAC press releases for Center.
- Prepare and design promotional materials in coordination with Activities Coordinator, as needed.
- Coordinate and manage advertising campaigns for events and programs
- Assist Executive Director on various other projects such as grant writing and administration.
- Maintaining photo files, in coordination with Activities Coordinator.
- Assist with the planning and set up of on-site activities.
- Help with on-site activities and events.
- Greet, assist, and direct the public, members and/or visitors to the appropriate staff person.
- Be able to respond to members and the public about senior services.
- Provide support to front desk office duties

- Handle Petty Cash reimbursements
- Balance cash register at the end of every business day (shared duties with other staff members).
- Maintain Raffle Manager's license.
- Oversee, coordinate and implement special events. (i.e. Car Show, Lillis Special Event, Celebrations, Baby Shower and Cancer closet drive, etc.)
- Work with Craft leaders on identifying projects for the Crafts Show booth and boutique. Executive Director and Assistant Director will also assist as needed
- Other duties as assigned.

Experience and training:

- Must have a working knowledge of Publisher and other skills in Microsoft Office computer programs and usage.
- Must have grammar and writing abilities.
- Must have a strong commitment to the success of the organization.
- Must show leadership skills and abilities.
- Must have a strong working knowledge of standard office equipment, software and applications.
- Prefer prior experience and understanding of non-profit and volunteer-based organizations.
- Must have a valid Colorado Driver's License and acceptable driving record.

Other Requirements:

- Ability to interact with general public and members of the organization.
- Ability to work well with other staff in dealing with unexpected situations and challenges.
- Ability to adapt to an ever-changing environment.
- Ability to implement processes and procedures for dealing with competitive situations and challenges.
- Demonstrate problem solving skills in handling unexpected circumstances and challenges.
- Should have mathematical reasoning, analytical skills and abilities necessary to prepare, maintain and analyze operations and activity reports, budgets, and cash flow.
- Ability to read and understand corporate documents, and compare information in written form.

Physical Requirements:

- Ability to operate passenger van or other vehicles for the transportation of participants.
- Ability to lift 25 lbs. or less.
- Ability to conduct activities involving simple grasping, fine manipulation and gross motor skills.
- Ability to participate in routine conversations either in person or via phone, hand-held radio, and distinguish signals including alarms, emergency whistles, equipment malfunction signals, and similar alerts.
- Ability to visibly distinguish circumstances, situations, written material, and other details within the environment at distances both near and far.
- Mobility to move to and from points inside and outside of the Senior Center.

Position Description:

Position descriptions are dynamic documents, meant to be updated and revised continuously, based on the programs and services we offer. We encourage you to offer suggestions for improving your effectiveness and the design of your position by speaking with your supervisor

- I have received a copy of the Employee Handbook.
- I have received a copy of the Center's By Laws.
- I have read the job description for the Project/Event Coordinator position and have had all my questions answered in regards to the job duties, responsibilities and requirements.

Signature: _____ Printed Name: _____

Date: _____

