



## **ASSISTANT DIRECTOR-EVENTS/PROJECT COORDINATOR**

Position Description

**Updated 10-20-2023**

### **Description of Duties:**

Assist the Executive Director in administering Senior Center programming, fundraising and outreach events, along with overseeing day to day operations. Responsible for various fundraising/outreach events, along with developing and executing marketing and communications programs for the Center. Will be directly responsible for the immediate supervision and training of the Front Desk Coordinator.

### **Supervision Required:**

Work under the direct supervision of the Executive Director.

### **Assistant Director Duties and Responsibilities:**

- Oversee the Center in the absence of the Executive Director.
- Collaborate with the Executive Director to execute fundraising and outreach programs.
- Assist with Newcomer Orientation Monthly Meetings if needed.
- Share responsibility with Executive Director to oversee reviewing daily mail, check signing and weekly deposits.
- Oversee the training and supervisor of the Front Desk Coordinator.
- Handle Petty Cash reimbursements.
- Greet, assist, and direct the public, members and/or visitors to the appropriate staff person.
- Balance cash register at the end of every business day (shared duties with other staff members).
- Share responsibility of weekly bank deposit.
- Provide support to front desk office duties
- Other duties as assigned.

### **Event/Project Coordinator Essential Duties and Responsibilities:**

- Collaborate with the Executive Director & Executive Vice President 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
- Collaborate with Executive Director to coordinate other projects for the Center.
- 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.

- Serve as back up for updating the CRSC website and sending Center emails via email marketing program.
- Manage, Design and Implement Online Auctions and Online Boutique.
- Write and distribute CRSAC press releases for Center.
- Prepare and design promotional materials in collaboration 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.
- Assist maintaining photo files, in coordination with Activities Coordinator.
- Assist with the planning and set up of on-site activities.
- Greet, assist, and direct the public, members and/or visitors to the appropriate staff person.
- Provide support to front desk office duties
- 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 and pricing for the Crafts Show booth and boutique. Executive Director will also assist as needed
- Receive Incoming Donations - sort and store for Grandma's Attic, Auction items, etc.
- Other duties as assigned.

#### **General Office:**

- Provide office support services in order to ensure efficiency and effectiveness within the Center.
- Assist with the activities, services and other sign up programs. This will include verifying payments, maintaining waitlists and handling cancellations.
- Handle and process purchases and money transactions. Be responsible for using the credit card machine and keying into the cash register.

#### **Skills, Experience and Training:**

- Must have design and newsletter layout experience in Microsoft Publisher.
- Must have excellent grammar and demonstrated writing abilities.
- Must have a working knowledge and skills in Microsoft Office computer programs and usage.
- Must have experience with multi-line telephone systems.
- Two or more year's previous experience working in an office environment.
- Must have a strong working knowledge of standard office equipment and applications.
- Prefer prior experience and understanding of volunteer programs and/or non-profit organizations.

#### **Additional Key Requirements:**

- A Baccalaureate Degree from an accredited college and four year's previous direct experience working with senior populations.
- Prior experience with and understanding of volunteer programs and/or nonprofit organizations.
- Knowledge of financial management.
- Knowledge of Human Resources management.
- Must have grammar and writing abilities.
- Must have an excellent working knowledge and skills in computer programs, software and usage.
- Must have a strong commitment to the success of the organization.
- Must show leadership skills and abilities.
- 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 remember processes and procedures for dealing with competitive situations and challenges.
- Problem solving skills helpful in responding to unanticipated circumstances and challenges
- Ability to read and understand materials and compare information or instructions in written form.
- Mathematical reasoning, analytical skills and abilities necessary to prepare, maintain and analyze operations and activity reports, budgets, and cash flow.
- Must have a valid Colorado Driver's License and acceptable driving record.

**Computer proficiency:**

- Microsoft Office Programs
- Design Software – Publisher, Adobe, Etc. (Preferred)
- Financial programs
- Search engines
- Social Media
- Database Software programs – Schedules Plus, EmpowOR (Preferred)

**Physical Requirements:**

- Ability to lift a burden of 25 lbs. or less.
- Ability to participate in routine conversation in person or via phone or 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 distance both near and far.
- Mobility to move to and from points within and without 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 Assistant Director- Events/Project Coordinator position and have had all my questions answered in regards to the job duties, responsibilities and requirements.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_