



Big Brothers Big Sisters of the North Coast

428 C St., Suite G, Eureka, CA 95501
E-Mail: info@ncbbbs.org

PO Box 5510, Eureka, CA 95502
FAX (707) 445-1405

Our mission: to provide children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever.

OFFICE & EVENTS COORDINATOR

Reports to: Executive Director

Works in coordination with: Agency staff and volunteers

Hours per week: 30

Compensation: \$14.00/hour

To apply: Email, fax, or mail cover letter, résumé, and at least 3 non-personal references. Résumés without cover letters will not be considered. No phone calls please. **Application Deadline:**

Job Summary: The Office & Events Coordinator will plan and execute all special events, as well as help identify and develop strategic engagement and fundraising opportunities. This position is responsible for the general day-to-day operations of this small, community-based nonprofit organization. This includes all aspects of administrative support for agency activities and program as assigned by the Executive Director – including but not limited to word processing, graphic layout, data entry, photocopying, filing, and record-keeping.

Minimum Qualifications:

- High school diploma or equivalent
- Positive background and fingerprint check
- Must be willing to have extensive contact with the public
- Interested in working in the non-profit field
- Ability to maintain professional work standards with little to no supervision
- Optimistic and energetic
- Commitment to excellent customer service
- Proficiency with Microsoft Office
- Excellent oral & written communication skills
- Willing to work weekends and extended hours during fundraising events

Essential Duties and Responsibilities

Fundraisers and Special Activities:

- Coordinate fundraising events
- Solicitation of donations, event sponsors, and fundraising teams
- Recruit and coordinate volunteers and duties of volunteers during fundraising events
- Write letters, coordinate bulk mailings, and billings
- Maintain donor database and data entry
- Maintain email list
- Promote fundraisers and agency activities
- Work with program staff to organize program participants at special events
- Distribute brochures, posters, and tickets as necessary
- All other duties as assigned

General Administration:

- Answer all incoming calls and route to appropriate staff
- Make outgoing calls as requested
- Process all incoming and outgoing mail
- Update website and social media postings
- Filing and photocopying as needed
- Assist with agency record /database maintenance
- Coordinate mailings as needed to families, donors, and volunteers
- Order and maintain office supplies
- Receive and record payments
- Track donations, both cash and in-kind
- Provide administrative assistance to the Executive Director & Program Staff as needed
- Maintain office order and cleanliness
- All other duties as assigned

Program Support:

- Process all client and volunteer inquiries and applications
- Assist with volunteer reference calls
- Maintain accuracy and confidentiality of client and volunteer records and database information
- All other duties as assigned