

VOLUNTEER AND EVENT COORDINATOR

Job Description

Purpose:

This position furthers the mission of the organization through effective volunteer coordination and event planning and execution. The Volunteer and Event Coordinator is responsible for developing, training and tracking new and existing volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public. In addition, the Volunteer and Event Coordinator is responsible for the planning, execution and review of fundraising and organizational events and reports directly to the Director of Mission Advancement.

Areas of Responsibility: Volunteers

- Interview, select, and match individuals with organizational needs
- Assist volunteers in completing the registration process (including background clearance requirements) and schedule their initial day of service
- Ensure volunteer records are accurate and up to date
- Share communications with volunteers in phone and electronic format to relay information, announce events and activities, recruit for special needs, etc.
- Plan and conduct regular volunteer recognition and retention activities
- Meet regularly with program managers to identify and fulfill volunteer needs across various programs, assist with troubleshooting, and/or reassignment of volunteers as necessary
- Prepare and provide ongoing communications with volunteers and community partners in person and in electronic format to relay information, announce events and activities, recruit for special needs, etc.
- Interface routinely with internal and external key stakeholders
- Maintain timely, accurate, and detailed files and records. Ensure all volunteer service hours are entered and tracked in the volunteer database
- Work with staff to produce volunteer data to ensure compliance with funding requirements
- Produce or write reports on a regular basis. Use data to inform recruitment and retention activity
- Provide staff support to committees and workgroups

Areas of Responsibility: Events

- Work with staff to establish and modify (as needed) a project timeline from concept to completion of event projects; ensure event planning tasks are completed on time
- Plan and coordinate event logistics which may include vendors, contracts, city and liquor permits, technology, entertainment, food, etc. This may include identifying, securing bids from, and recommending appropriate vendors.
- Collaborate with development staff on all promotion and communication related to each event
- Monitor event budgets and expenses while ensuring they are within budget parameters, obtaining staff approval prior to making any purchases on behalf of TCAA



- Implement and coordinate an events planning committee consisting of staff, board members, community members and others
- Co-facilitate, prepare reports, and record minutes at event planning team meetings
- Assist in securing event sponsors, vendors, and in-kind partners. Ensure vendors and participating restaurants hold to schedules for set up and production. Maintain communications with partners and vendors in need of timeline information (catering for timing of service, AV for stage production and AV projections, etc.)
- Identify and secure rentals needed including but not limited to technology, sound and lighting
- Organize and attend pre-event site visits
- Assist staff in developing event run of show and script(s)
- Serve as liaison to guest speakers and assist with timing, role, scripting, visual aids, etc.
- Assist in planning the physical layout of the event venues to maintain the integrity for the event as defined by staff or committee
- Be mindful that changes are anticipated and will be addressed on a case-by-case basis
- Coordinate and stage the production of the event
- Handle post-event returning of items, debriefing and reporting
- Recommend best practices and new trends for fundraising events, including strategies aligned with TCAA's diversity, inclusion, access, and equity policy

Other Areas of Responsibility

- Contribute to the overall success of the organization by working together to achieve the mission. Develop and maintain sensitivity to employee and constituent diversity and demonstrate cultural competence in the workplace and in the services provided by the agency.
- Demonstrate respectful treatment of other employees, program participants, and all stakeholders.
- Build community support for the organization by helping to recruit volunteers and donors.
- Perform other duties as assigned

Required Knowledge/Experience

- Associate or bachelor's degree in a related field
- 2-3 years of experience in event planning, marketing, fundraising and customer service, or similar profession with private and/or non-profit organizations
- Excellent oral, written and interpersonal communication skills
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Demonstrated team player with strong collaboration abilities
- Highly proficient with Microsoft Excel, Word, and PowerPoint
- Experience with social media platforms and strategy

License/Certification Requirements or Ability to Secure Upon Hiring

Arizona driver's license, clean driving record, and a vehicle to use in performance of job



Eligible for Level One Fingerprint Clearance, Arizona Division of Aging and Adult Services Clearance, and Arizona Department of Child Safety Central Registry Clearance

Status: Full-time/Non-Exempt, 40 hrs/week.

Compensation: \$45,000 - \$55,000 annually

Hours:

Monday through Friday, 8:00 AM – 5:00 PM, subject to periodic variation and changes. Occasional evenings and weekends required. Primarily in-person with the occasional ability to work remote. In-office time is split between TCAA's administrative office and program sites.

Benefits: At TCAA, we believe that our employees are our greatest asset. To show our commitment to their well-being and professional growth, we offer a comprehensive benefits package designed to support and enhance work-life balance. Our key benefits and perks for most positions include, but aren't limited to:

- 14 paid holidays annually
- Accrued vacation and sick time that increases with tenure
- Medical, dental and vision insurance including PPO and health savings account options, with employee medical premiums covered at 100% by TCAA
- Life insurance, disability benefits, accident coverage, and retirement
- Employee Assistance Program
- Simple IRA with company match up to 3%
- Annual merit-based Increases after 9 months of employment
- Flexible work schedules and hybrid options for certain positions
- Paid time off to volunteer
- Mileage Reimbursement
- Reimbursement of background clearance costs for entry-level positions

TCAA is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion and an environment where every employee feels valued and empowered to bring their whole selves to work. The collective sum of the individual differences represents a significant part of our culture, reputation, and achievements. We believe that together, we can achieve greatness by embracing our differences and working collaboratively towards a common purpose.

We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes. We consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. We want people to feel comfortable expressing their true selves and to come, stay, and do their best work here.

TCAA is an Equal Opportunity Employer