

EVENT COORDINATOR

JOB TITLE	Event Coordinator
REPORTS TO (title)	Community Engagement and Development Director
DEPARTMENT/REGION NAME	
FTE	1.0/Full Time
FLSA	
PAY GRADE	12

OFSN strives to create a team of engaged employees who represent diverse backgrounds, languages, points of view and experiences. We understand that achieving equity is a continuous process, and we work to maintain the highest standards of ethics, transparency, and accountability.

OFSN is a family run organization that values those who have direct experience raising a child with significant mental, behavioral or other complex health challenges. OFSN gives preference to hiring individuals who have this direct experience.

PRIMARY PURPOSE

- The primary purpose of the Event Coordinator is responsible for the smooth execution of both external and internal events, from planning and logistics to on-site management and post-event evaluation. The Event Coordinator ensures that events and activities are executed, mission-focused, and provide meaningful engagement opportunities for families, partners, and the community. The Event Coordinator supports a standardized process for receiving, reviewing, and approving event requests, as well as coordinating necessary resources, personnel, and ensuring communications are aligned and ready to support each event.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Event and Tabling Coordination (80%)

- Organizes, coordinates, and manages the planning and execution of events, tabling and outreach activities, training and workforce development venues and parent engagement convenings as needed by the organization.
- Works with social, civic and local organizations to engage partnerships that support and enhance marketing and outreach goals.
- Communicates and coordinates with organizational staff at all levels to ensure smooth implementation of event logistics including assigned program and regional staff.
- Implements established event procedures, staff and volunteer orientation, and provide troubleshooting and safety provisions during events.
- Coordinates organizational event and training logistics including venue retention, permits, supplies and coordination with vendors and partners.
- Maintains accurate event documentation and records in support of organizational reporting.
- Schedules event planning meetings, including debriefs and evaluations.

- Coordinates and supports volunteers, staff, and community partners involved in community engagement and outreach events.
- Identifies and recommends new outreach event opportunities that align with the organization’s mission and priorities.
- Develops and implements strategies for event recognition and appreciation for volunteers, staff, sponsors, and partners.

Administrative (10%)

- Supports outreach efforts through social media channels and other online presence.
- Maintains listings of event and training locations with details to include address, contact information, site specific details, cost, etc.
- Access and manage confidential information related to volunteers and event participation, maintaining compliance with privacy and organizational policies.
- Track and report volunteer hours related to events and development activities in constituent management software.
- Develop, produce, and maintain event schedules for volunteer assignments and activities to support the smooth execution of events and fundraising initiatives.

OTHER DUTIES AND RESPONSIBILITIES

- Provide outreach or serve as a key contact to specific communities as assigned.
- Other duties as assigned or needed by the organization.

QUALIFICATIONS

- Direct experience as a parent or primary caregiver who has navigated multiple child-serving agencies, including but not limited to, mental health, addiction treatment services, child welfare.
- Proven experience in planning, coordinating, and executing events of various sizes, including community engagement, fundraising, and internal organizational events.
- Ability to manage event logistics, vendor relationships, volunteer coordination, and on-site execution while maintaining focus on the goals and mission of the organization.
- Excellent written and verbal communication skills, and ability to present and work with diverse audiences, specifically racial, ethnic, gender expression, socioeconomic, education, spiritual and alternative cultural backgrounds.
- Must be able to pass preemployment requirements, which includes a criminal and abuse background check.
- Must be able to work with multiple projects within tight timelines and deadlines.
- Ability to work independently and part of a team.
- Have reliable transportation, valid and current automobile insurance, and an insurable driving record, or access to reliable transportation.
- Comprehensive knowledge of, or ability to use, Microsoft Office (such as Word, Excel, PowerPoint), database, and electronic health record software, and virtual platforms (such as Zoom and Google Meets).

1. **PHYSICAL DEMAND - Use the following to indicate the type, amount, and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and may include lifting, moving, pulling, pushing, carrying, manipulating, shoveling, etc.**

A. The physical effort typically applied in this job includes (check all applicable boxes):

- Lifting Pulling Reaching Manipulating

- Carrying Pushing Shoveling Keying/typing
 Other (specify)

B. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.			X	
Between 1 & 5 lbs.			X	
Between 5 & 25 lbs.		X		
Between 25 & 60 lbs.				
More than 60 lbs.				

C. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

- Sitting Standing Walking
 Stooping Bending Confined
 Other (specify)

2. MENTAL OR VISUAL DEMAND - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):

- Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
 Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
 Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
 Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
 Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

3. WORKING CONDITIONS - Use the following to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

- Dust Dirt Heat Cold
 Fumes Noise Vibration Water
 Other (specify)

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this job):

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

4. ATTENDANCE - While all employees are expected to comply with company attendance standards, the nature of some positions may require different standards in order to fulfill the essential functions of the job. Indicate below if compliance with the general company attendance standards is acceptable, or if different standards apply (please be specific):

Compliance with general company standards while in office, traveling or in communities.
 Travel and some overnight stays in Oregon will be required.
 Some weekend and evenings will be required.
 Work schedules often vary and require flexibility based on organizational needs.
 Requires regular and reliable attendance.

5. SAFETY - While all employees are expected to comply with company attendance standards, specific practices as identified through job safety analysis (JSA) may be required. (JSA attached) Indicate below if compliance with the general company safety standards is acceptable, or if different standards apply (please be specific):

Compliance with general company standards.
 Additional safety precautions apply, including communicating status of location, adhering to safety protocols for community-based work and emergency situations.

6. EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

<input type="checkbox"/>	Executive/Senior Level Managers (1.1)	<input type="checkbox"/>	First/Mid-Level Managers (1.2)	<input checked="" type="checkbox"/>	Professional (2)	<input type="checkbox"/>	Technician (3)
<input type="checkbox"/>	Sales (4)	<input type="checkbox"/>	Administrative Support Workers (5)	<input type="checkbox"/>	Craft Worker (6)	<input type="checkbox"/>	Operative (7)
<input type="checkbox"/>	Laborer (8)	<input type="checkbox"/>					

7. SIGNATURES & DATES - NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>