



IN OUR OWN VOICES, INC.

Phone (518) 432-4188 | Fax (518) 432-4123 | www.ioov.org

245 Lark Street, Albany, New York 12210

Job Title: Special Events Coordinator

Reports To: CEO

Salary Range: \$41,500-46,500

Job Type: Non-Exempt; Full-Time

Position Summary:

The events coordinator should have a strong knowledge of special event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers. Must be able to anticipate project needs, discern work priorities and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

Key Responsibilities:

- Overseeing organization of special events
- Create and revised room layouts for each event
- Serve as liaison with vendors on event-related matters.
- Coordinate appointments and visits to see space, and scheduling of events on the calendar.
- Propose new ideas to improve the event planning and implementation process.
- Aggressively gather information on each project to achieve quality event productions.
- Secure financial support from individuals, foundations and corporations
- Prepare and modify event contracts as requested
- Supervise Support Staff with preparation of nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.
- Data entry and gift processing
- Coordinate appointments for Executive Director
- Develop and maintain ongoing relationships with major donors
- Maintains schedules and calendars of In Our Own Voices events;
- Develop and execute IOOV's Nonprofit's annual fundraising plan
- Enters and proofs correspondence, tabular data, reports, records, articles and other material from rough draft and various other source data and instructions;
- Answers the telephone; screens calls and callers,
- Perform other tasks as delegated by Executive Director

Requirements:

- BA (required), MA (a plus); significant work experience can substitute for the degree.
- At least 1 year experience coordinating special events
- At least 3 years' experience with office administrative management
- Ability to accomplish projects with little supervision
- Fantastic customer service ethic and high expectations for quality
- Excellent written and interpersonal communication skills
- Ability to manage multiple projects and work assignments
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Excellent time- management skills
- Experience using Adobe Illustrator, Photo Shop, Publisher, Access, and electronic office systems, including e-mail, calendar administration; and familiarity with Microsoft Office.
- Data Entry

In Our Own Voices is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.