



## **JOB ANNOUNCEMENT**

**JOB TITLE:** Outreach & Events Coordinator

**DATE WRITTEN:** November 2023

**FUNCTIONAL AREA:** Administration

**DATE APPROVED:** December 2023

**REPORTS TO:** Director of Operations

**PREPARED BY:** Director of Operations

**GRADE:** Full time – Non -Exempt

**SALARY:** \$45,000 – \$50,000

### **JOB SUMMARY:**

Experienced, take-charge professional with ability to manage administration and logistics support of major Phoenix Indian Center (PIC) event coordination and outreach efforts to increase awareness of programs and services. Must be able to multi-task, work on several co-occurring events, both small and large, in a fast-paced environment.

Must be able to anticipate project needs, discern work priorities, schedule work of volunteers and others, work independently, always meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

Coordinator should have a love for special event organization and management, provide outstanding customer service, be a continual enthusiastic professional, and be able to build relationships with internal and external partners. The event specialist will track upcoming local outreach opportunities and community events, coordinate attendance at events and secure additional team members to attend if necessary.

### **MAJOR JOB FUNCTIONS:**

- Event planning support to include assisting with negotiations for space bids, contracts, reserve event space, order and/or arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs, invitations and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the expectations of the event.
- Proposed new ideas to improve the event planning and implementation process.
- Served as liaison with vendors and venues on event-related matters.
- Assist with managing on-site production and clean up for events as necessary including training and managing all volunteers.
- Track and maintain a calendar for upcoming community events and outreach opportunities for PIC to table, complete and submit application and coordinate logistics.
- Schedule and attend relevant outreach events and coordinate additional team members with coverage and responsibilities if necessary
- Coordinate outreach materials and packets as needed
- Provide data from each outreach event required for reporting.
- Prepare materials, packages, gift bags, seating cards, etc.
- Assist with managing event software, creating new microsites for events in registration system and manage ticket sales for large events
- Enter sponsor information into the donor management system to ensure efficient tracking of event related financial contributions.

- Create standard procedures for each event and hold event after action meetings and create an event report for event close-out.
- With supervision, track event finances including check requests, invoicing, reporting, and provide periodic progress reports to directors for each event project.
- Prepare and modify event contracts as requested.
- Provide information and data to communications team, assure that all Center wide events are advertised a minimum of one month in advance in the e-newsletter and social marketing.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in communications or related fields preferred, with a minimum of three years high level office administration experience or any equivalent combination of education and experience.
- Excellent communication skills, including writing, proof reading skills, and speaking.
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers.
- Excellent interpersonal skills in person, virtually, and by phone, with high professionalism.
- Ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, Smartsheets, and mail merges; email and web searches including management of donor databases.
- Maintain and comply with agency confidentiality requirements.
- Other duties as assigned.

**PREFERENCE:**

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with resume and supplemental information form.

**Note - All staff requirements:**

- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days.
- Must have dependable transportation, valid driver’s license, and automobile insurance coverage in compliance with Center requirements.

**SUBMIT CURRENT APPLICATION PACKET TO INCLUDE: Cover Letter, Resume and Supplemental Information Form to:**

Via Email: [info@phxindcenter.org](mailto:info@phxindcenter.org)

Mail Service:

PHOENIX INDIAN CENTER, INC. – Human Resources  
 4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012  
 PH: 602-264-6768 | FAX: 602-237-6953  
[www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us

NOTE: Supplemental Information Form can be found at [www.phxindcenter.org/employment/](http://www.phxindcenter.org/employment/)