

HELP WANTED: Junior Achievement of Southern Massachusetts is seeking to fill an Events & Development Coordinator position

Background

Junior Achievement (JA) of Southern Massachusetts is a nonprofit organization that empowers young people to own their economic success. Through an extensive volunteer network, Junior Achievement of Southern Massachusetts provides in-school and after-school programs to K-12 students which a focus on three key content areas: work readiness, entrepreneurship, and financial literacy. Each year, more than 150 volunteers donate over 25,000 hours to provide JA programs to more than 6,000 students throughout Southern Massachusetts.

About the Position

JA of Southern Massachusetts, headquartered in the City of New Bedford, is seeking a Part-time Events & Development Coordinator (20 – 25 hours per week) to join our innovative team. This person will work closely with and report to the President. This position requires a high level of flexibility and the ability to work in a fast paced environment on a wide range of tasks. The ideal candidate will be a self-motivated professional that works well in a collaborative environment and is excited to be a part of a growing nonprofit organization.

Primary Job Responsibilities

Event Coordination Activities including:

- Plan, coordinate and execute all aspects of JA's special

events including our annual Strikes for Success, Ironman Golf Tournament, Titan Business Challenge and Camp SPARK events.

- Serve as the point person for all fundraising events for attendees, volunteers and committee members.
- Help secure funding and donations for all events, including sponsorships, prizes and in-kind donations.
- Promote special events through various outreach activities such as social media, press releases, mailing campaigns, community meetings and presentations.
- Maintain JA's event contact information in BCRM to track prospects, donors, donor communications and funding history. Assure that all data is up-to-date and accurate.
- Support the President in reconciling the receivables and payables from special events.
- Gather, collate and present post-event data in a timely manner.
- Provide event information for grant proposals and reports to funders as needed.

Development Activities including:

- Support the President in advancing JA's development efforts, including: writing / contributing to grant applications and reports; drafting appeal or acknowledgement letters; researching, qualifying and acting upon possible funding opportunities.
- Responsible for the management of office resources, vendors, technology and supplies.
- Support the President in reconciling the receivables and payables from various fundraising campaigns as needed.
- Support the President in managing key relationships and partnerships.
- Assist the President with additional tasks as needed.

Desired Skills

We are seeking an outgoing, highly motivated self-starter who thrives in social settings and possesses strong organizational capabilities. Other desired skills include:

- A Bachelor's Degree or equivalent
- Experience coordinating events
- Exceptional organization skills and attention to details
- Excellent written and verbal communications skills
- Experience with social media platforms
- An entrepreneurial work ethic
- Collaborative working style
- Strong knowledge of Microsoft Office
- Graphic design and/or grant writing experience is a plus

To Apply

To apply, please submit a resume and cover letter to jasm.resumes@gmail.com. No calls, please. Position will be filled as soon as candidate is found.

Hourly rate: \$16 – \$18 / hour (compensation commensurate with experience). Final offer will be contingent on the applicant passing a background check.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

