



## The Matthews House

Growing Stronger Together

### Freelance Event Coordinator

<b>Reports to:</b>	Development Director
<b>Job Location:</b>	Fort Collins, Larimer County
<b>Status:</b>	Freelance
<b>Pay Range:</b>	\$20-25/hour

*This posting will close on Monday, August 5, 2024.*

**The Matthews House Mission: Empowering youth and families through connection, self-efficacy, and independence.**

**The Matthews House Vision: A community that is aware, belongs, and is self-sufficient.**

**The Matthews House Values: Relationship-centered, Assume the best of people, Own your role, Innovation, Remain curious**

We are seeking a committed and relationship-centered individual to join our team as an Event Coordinator. In this role, you will be responsible for organizing and managing monthly events as well as planning and coordinating larger gala events. Your work will enable you to make a meaningful impact on the lives of those we serve and will contribute to the positive, supportive work culture at The Matthews House.

#### **Responsibilities:**

- Plan, organize, and execute monthly events and larger gala events in line with The Matthews House's mission and values.
- Collaborate with staff, volunteers, and external partners to ensure events are successful and align with organizational goals.
- Manage event logistics, including venue selection, vendor coordination, and budget management.
- Develop and implement marketing strategies to promote events and increase community engagement.
- Oversee event registration, attendee management, and on-site coordination to ensure a smooth experience for all participants.
- Prepare detailed event reports and evaluations to assess the success of each event and identify areas for improvement.
- Ensure all events comply with safety, health, and legal regulations.
- Support fundraising efforts through event planning and execution.
- Maintain a high level of knowledge regarding best practices in event planning, community outreach, and engagement.
- Perform other duties as assigned to support the organization's goals.

#### **Qualifications:**

- Bachelor's Degree from an accredited college or university. Experience and/or formal accreditation programs may be substituted for formal education.
- Proven experience in event planning, logistics, and coordination.

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Demonstrates cultural sensitivity and compassion.
- Skilled in using word processing, database, and presentation software.
- Familiarity with family systems, conflict management, and developmental stages from birth to adulthood is a plus.

**Equal Opportunity Employment & Affirmative Action:**

**EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION**

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.