

Events Coordinator

Reports to: Director of Development and Advocacy

Classification: Part Time 15 – 25 hours per week

Supervises: Events Committee

Position Summary:

The Events Coordinator is responsible for ensuring all Sussex County Habitat for Humanity (SCHFH) and ReStore events are carried out with professionalism and aligned with the branding and goals of the organization.

Primary Responsibilities:

- Oversee all details related to each of the three SCHFH signature events: Building Hope Breakfast in November, Look Who's Cooking in March, and Golf Outing in May.
- Recruit and maintain relationships with event sponsors, vendors, and partners.
- Lead monthly ReStore events to promote visibility and increase foot traffic.
- Serve as the point of contact for SCHFH for all third party events.
- Organize all Habitat home blessings and dedications for the organization.
- Create and maintain an events calendar that includes all critical event planning milestones.
- Recruit and lead volunteer leadership for each event.
- Serve as staff liaison to Events Committee.

Knowledge, Skills and Abilities:

- Three-years of experience in event planning and management.
- Experience with fundraising software, preferable Classy.
- Excellent communication skills, both written and verbal.
- Attention to detail: meticulous and thorough work-style ensuring all details are addressed.
- Proficiency in Microsoft Office especially Word and Excel.
- Strong project management, time management, problem solving and analytical skills.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Proficient with graphic and event design.
- Desire to contribute to a culture which embraces diversity, equity and inclusion.
- Ability to handle multiple projects simultaneously.
- Ability to work with minimum supervision – self-motivated & confident.

- Desire to work as part of a team and willingness to promote the principles and views of Habitat for Humanity.

Work Environment / Physical Requirements:

- Evaluation at 90 days, 1 year and annually thereafter.
- Job will balance between work in the community and administrative work in the office.
- Normal work week is Monday - Friday with occasional Saturday and evening activities.

How to Apply:

- To apply, email your cover letter and resume to apply@sussexcountyhabitat.org
- Visit our website at www.sussexcountyhabitat.org for additional career opportunities.