

Hospicare& Palliative Care Services

Event Coordinator

Responsibilities are, in conjunction with the Development and Community Relations Team to plan, develop, and implement special events, promotional activities, fundraising, bereavement, and other community outreach events.

Duties

* Coordinate fundraising and outreach events
* Manage and create event content for website and social media
* High level of responsibility for staffing and coordinating Women Swimmin’ planning Committees and other community and bereavement events.
* Liaison with volunteers, committee members and event participants.
* Recruits, hires and oversees supervision of summer event intern(s).

Qualification Requirements:

* Excellent time management and planning skills
* Excellent attention to detail
* Understands and is committed to a hospice philosophy of care.
* Proficient in social media strategy (required)
* Has excellent verbal and written communications skills.
* Relates to and works with diverse groups of people.
* Works well with the public
* Proficient with MS Office applications.
* Knows or is able/willing to learn Raisers Edge/Blackbaud donor software
* Bachelor’s degree from an accredited college or Associates and additional experience
* Website management and/or knowledge of HTML (desirable)
* Broad knowledge of the local area. (desirable)