**EVENTS COORDINATOR JOB DESCRIPTION**

**Position:** Events Coordinator  
**Reports to:** Managing Director of Survivor Advocacy and Membership Support  
**Location:** Work from home or in Seattle workspace. Must be available to attend regular in-person meetings and for periodic travel.  
**Classification:** Exempt, regular full time (35-hour work week)  
**Pay and Benefits:** $59,500 - $65,500/Year DOE

- 35-hour work week  
- Annual pay increases per salary structure  
- 100% paid premiums for medical, dental, vision health insurance, 50% for dependents  
- HRA reimbursement  
- Student loan payment assistance (after 6 months)  
- 100% paid long-term disability and life insurance  
- Retirement contribution (after 6 months)  
- 3 weeks annual vacation accrual with periodic increases, 14 paid holidays, sick leave  
- Flexible, family-friendly work environment

Our mission is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We provide visionary leadership, support member programs, and engage the public to play a role in ending domestic and sexual violence. Guided by our Theory of Change, we work to undo the root causes of violence, and build racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV organizes for strength and unity across a widely diverse membership in rural, urban, Tribal, BIPOC, and cultural communities. We take a team approach to share power and responsibility across staff positions.

**Primary Responsibilities:**  
This position coordinates the Annual Conference, Advocacy Day, Refuse to Abuse® events, and public engagement events, and helps support our website and online digital content and learning platforms. Provide project management and coordination to ensure smooth event production and programmatic delivery of WSCADV’s signature events. Provide a warm connection and a sense of community that furthers WSCADV’s vision and values. This position works closely with speakers, sponsors, donors, venues, online customers and community stakeholders.

Valid driver’s license and/or ability to travel periodically (e.g., to training sites) plus occasional overnight travel is required (e.g., for annual conference). **Proof of COVID vaccination is required.**

1) **Refuse To Abuse® Event(s):** Provide leadership on Refuse To Abuse® major event planning, design, and execution ensuring the smooth event production and programmatic delivery of WSCADV’s signature event. Ensure that organizational goals are met, working closely with staff, Seattle Mariners, vendors, key participants and fundraising individuals/teams, and outside
stakeholders. In addition, partner with executive staff on producing small fundraising gatherings (e.g., approximately two annual “suite parties”).

Typical tasks include:

- As lead event coordinator, carry out project timeline and tasks; manage budget; lead marketing/publicity including with WSCADV membership; work closely with staff/board; recruit volunteers; procure sponsors and in-kind donations; coordinate day-of flow and mop-up including invoices and certificates; and use workflow management software to plan and communicate task status.
- Build warm working relationships with this event’s fundraising teams and individuals, major donors, participants, and partners. This includes sensitive engagement with people with lived experience, surviving family members, and others who are personally committed to ending sexual/domestic violence. Administer, support, and track peer-to-peer fundraising.
- Fundraising administration: above-mentioned RTA event, fundraising “suite parties” (2/year) and donor tracking/communication with admin/finance staff.
- **Team Up WA trainings:** Work with prevention and administrative staff to support Team Up Washington trainings for high school coaches (3 trainings annually) with Prevention Staff.
- Supports existing and new relationships with pro sports teams, sponsors, participants (including survivors), fundraising individuals and teams, coaches in collaboration with Prevention Staff.

2) **Annual Conference:** Work with program staff to coordinate and lead conference planning, program design and logistics. Provide day-of execution that ensures smooth event production and the programmatic delivery of WSCADV’s annual conference. Ensure that organizational goals are met, working closely with staff, vendors, and outside stakeholders. Provide hands-on project management while implementing the conference themes that support WSCADV’s vision and values.

Typical tasks include:

- Coordinate planning committee.
- Develop and manage the conference budget.
- Negotiate catering/venue/hotel contracts.
- Create all conference contracts, invoicing, and follow-up.
- Oversee contracting with presenters and interpreters, and coordinate travel (including for staff).
- Develop and manage registration and promotional information through our online platform (e.g., Sched).
- Work with the Communications Coordinator staff on conference brand images, marketing, and promotion.
- Coordinate plenaries and workshops with input from program staff.
- Work with staff on contract deliverables.
- Prepare logistical schedule and coordinate day-of and evening staffing.
- Implement evaluation.
• Mop-up including invoices, certificates, evaluations, and reporting.
• Use workflow management software to plan and communicate task status.

3) **Advocacy Day**: Support the planning of WSCADV’s annual Advocacy Day, in collaboration with public policy staff. Monitor the event planning timeline, ensure that all logistical aspects of the event run smoothly, and communicate with key staff to meet deadlines.

Typical tasks include supporting:
• Venue selection and contracting.
• Contracting with catering and interpreters.
• Tracking registration.
• Communication with attendees.

4) **Website, Online Digital Content, and Online Store**: Work with the Communications Coordinator to update and optimize WSCADV’s websites, YouTube channel and other digital content.

Typical tasks include:
• Post, update, and audit website, online training content, and YouTube channel content and design on a regular basis.
• Administrator for WSCADV website and work closely with web contractor. (Oversee website renovation every 3 to 5 years).
• Work with administrative staff on online store inventory, restocking, and how to respond to customer questions and requests.
• Provide basic design elements for online content (e.g., using Canva).

5) **Other general WSCADV staff member duties**:
• Provide back-up logistics support for training, webinars and meetings, and other duties as assigned.
• Participate in domestic violence, multicultural, and anti-oppression activities and trainings and perform all work in a culturally responsive manner consistent with WSCADV’s mission, Principles of Unity, and Theory of Change.

**QUALIFICATIONS**

**Desired Knowledge, Skills, and Abilities**
• Deep respect for diversity and commitment to advancing WSCADV’s mission, Theory of Change, and Principles of Unity, including undoing racism, sexism, and other forms of oppression.
• Proficiency: Microsoft Office 365, Adobe Design Suite. Proficiency or ability to quickly gain it in WordPress, Sched, Asana, MailJet, Canva, Coalition Manager and similar software.
• Adept at navigating multiple competing priorities. Ability to independently manage timelines, major events and negotiate event publication-related deadlines.
• Excellent planning and logistical organizing skills, including ability to use and manage timelines, spreadsheets, and project budgets. Detail-oriented, good organizational skills, methodical.
• Cultivate a positive connection with co-workers, membership, customers, and the public, recognizing a diverse range of communication styles. Demonstrated spirit of cooperation and ability to work independently and in an interactive, productive team environment.
• Self-starter with strong ability to plan, independently manage workload, and complete tasks with minimal supervision. Adept at anticipating and prioritizing multiple and competing requests for help.
• Flexible with ability to learn and adapt to ongoing changes in work duties, processes and technologies in a rapidly evolving nonprofit and the overall movement to end violence.
• Strong ability to listen and communicate well in both spoken and written English.

Required Experience:
• Three (3) years of experience in large-scale training or event planning/production.
• One (1) year of experience in event fundraising, marketing, and/or sponsorships.
• One (1) year of experience in digital content, website management, online store and/or learning platforms.

Preferred Qualifications:
• Experience with domestic violence or sexual assault survivor programs, advocacy services or prevention.
• Experience in nonprofit organizations or Tribal social/health service agencies, and working effectively in Black, Indigenous, and people of color (BIPOC) communities or organizations.
• Spanish, ASL, or other language proficiency in languages common to Washington state.
• Experience with nonprofit fundraising and event sponsorships.

*How to Apply*: Please submit the following package at the link below:
1) A cover letter summarizing your interest in and relevant experience for this position.
2) Answer the question: “What makes an event successful and how do you measure that success?” (1-3 sentences)
3) Your resume. Please list your technical proficiency (high, medium, low) with the technologies listed on the previous page.

[CLICK HERE TO APPLY (wscadv.bamboohr.com/careers)](wscadv.bamboohr.com/careers)

Applications will be considered on a rolling basis. Submit your application by Friday, February 2nd, 2024, to be considered in the first screening. Position open until filled. Anticipated start is early March. No calls or emails, please.

People with lived experience of domestic violence and from historically marginalized communities are encouraged to apply. The Washington State Coalition Against Domestic Violence is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender presentation, political ideology, age, creed, religion, ancestry, national origin, veteran status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered.