

EVENTS & MARKETING COORDINATOR – Job Description

Under the direction of the Director of Development, the Events and Marketing Coordinator will be responsible for assisting with the coordination and execution of The Arc of Illinois's events and outreach activities including training seminars/webinars, event exhibits, the Speak Up and Speak Out Summit, and the annual convention to ensure all events are accessible, successful and run smoothly. The Coordinator will coordinate and manage event volunteers leading up to the event as well as on-site. The Coordinator will also develop, marketing materials, update all social media, and be actively involved in the execution of print and media campaigns. The Coordinator also works closely with Program Directors to coordinate program-specific outreach events and materials.

The Arc of Illinois advocates for people with Intellectual and/or Developmental Disabilities to live, learn, work, and play in the community. All employees of The Arc must believe in this mission and are dedicated to providing everyone opportunities to live a good life.

This is a part time position, up to 30 hours per week and can be partially remote. Must be able to attend and travel across the state as necessary (including evenings and weekends) for The Arc of Illinois events.

Duties & Responsibilities

Responsibilities include, but are not limited to:

- Events
 - Work closely with Director of Development to implement and execute large events of The Arc of Illinois (e.g., Annual Convention, QIDP Leadership, Autism Conference, Speak Up and Speak Out, etc.)
 - Coordinate smaller events of The Arc of Illinois (e.g., Planning for the Future, Know Your Options, Alliance, etc.)
 - Assist Office Manager to ensure that all databases are accurate and up-to-date, including event registration and follow-up regarding unpaid balances
 - Prep and pack all event materials with support from the Office Manager
- Marketing Materials
 - Work with Office Manager to create microsites and registration pages for The Arc of Illinois events
 - Assist the Office Manager with copy for event email marketing (e.g., event newsletters, registration emails, etc.)
 - Create additional marketing material, including press releases
 - Maintain and order marketing giveaways

- Assist with updating The Arc of Illinois website and creating event webpages
 - Create and implement a Marketing & Communication Plan for the year, especially leading up to large events
- Outreach
 - Maintain & ensure Outreach Database is accurate and up-to-date
 - Work with Program Directors to coordinate outreach events and materials
- Volunteers:
 - Manage and schedule volunteers for events, extra office help, and additional tasks from other programs as needed.
- Other duties as assigned

Qualifications

Bachelor's degree in Marketing or Communications or knowledge and skill equivalent to a Bachelor's degree. One to three years of related experience.

Skills & Knowledge

Must possess excellent organizational skills, detail-oriented with excellent written, oral and communication skills. The Arc of Illinois uses Microsoft Suite, Salsa CRM, Zoom, Social Media (Facebook, Instagram, Twitter), WordPress. Must be a team player and able to work well with a wide variety of people.

Please send your resume, cover letter and salary requirements to becca@thearcofil.org