

The Arc of Illinois

Title: Events & Marketing Coordinator

Do you enjoy coordinating and managing events? The Arc of IL is seeking a multi-faceted individual to join the team as Events & Marketing Coordinator.

Company Overview:

The Arc of IL 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 be dedicated to providing everyone opportunities to live a good life.

Under the direction of the Director of Development, the **Events & Marketing Coordinator** will be responsible for assisting with the coordination and execution of The Arc of IL'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. **This is a Part Time position, up to 30 hours per week with a hybrid schedule.**

Responsibilities:

- Work closely with the Director of Development to implement and execute events (Annual Convention, QIPD Leadership, Autism Conference, Speak Up and Speak Out, Alliance, Know Your Options, etc.)
- Assist Office Manager with databases, event registrations, event materials, microsite, and marketing
- Keep The Arc of IL website and event pages up to date
- Create and implement Marketing & Communication Plan
- Ensure Outreach database is up to date
- Manage and schedule volunteers for events
- Other duties as assigned

Requirements:

- Bachelor's Degree in Marketing and Communication or equivalent experience
- 2 plus years of related experience
- Must possess excellent organizational skills
- Must be detailed oriented with excellent written, and verbal communication skills
- Must be a team player and able to work with a wide variety of people
- Must be proficient in Microsoft Suite, Salsa CRM, Zoom, WordPress & Social Media (Facebook, Instagram, Twitter)
- Must be able to travel across the State of IL as necessary (including evenings and weekends) for The Arc of IL events

To Apply: Please send your resume, and cover letter to hr@thearcofil.org

Equal Opportunity Employer: disability/veteran

Keywords: Events Coordinator, Events, Coordinator, Marketing, Marketing Coordinator, Volunteers, Events