

Do you have experience planning and coordinating events with nonprofit organizations? Are you someone that likes to manage multiple events at a time? This is the position for you! The Arc of IL is looking for an **Events & Outreach Coordinator** to join the team.

This is a part-time position with up to 30 hours per week; this will vary based on the event calendar. While this position 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.

### **About the Company:**

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. **To learn more, please visit our website at [www.thearcofil.org](http://www.thearcofil.org).**

Under the direction of the Director of Development, the Events and Outreach Coordinator will be responsible for overseeing particular tasks throughout the event planning process to ensure all events are accessible, successful, and run smoothly.

### **Responsibilities:**

- Work closely with the 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, etc.)
- Attends events to ensure catering, travel, audio-visual, meeting space, and off-site meals operate as planned
- 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
- Assist the Communications & Marketing Coordinator in creating marketing materials for The Arc of Illinois events, including social media, registration pages, and event websites
- Assist with updating The Arc of Illinois website and creating event webpages
- Assist with creating a Marketing, Communication & Events Calendar for the year, especially leading up to large events
- Maintain & ensure Outreach Database is accurate and up-to-date
- Work with Program Directors to coordinate outreach events and materials
- Manage and schedule volunteers for events, extra office help, and additional tasks from other programs as needed.
- Research Sponsorship, Grant, and Foundation Opportunities

- Plan, collect items, and run silent auctions
- Assist with other fundraising efforts
- Other duties as assigned

**Education & Experience:**

- Bachelor's degree in Marketing, Communications, or Event Planning, or knowledge and skill equivalent to a Bachelor's degree.
- 1 or more years of experience in Marketing, Communications, and/or Event Planning
- Must be Proficient in Microsoft Office Suite and Zoom
- Experience with Salsa or other Customer Relationship Management (CRM) systems a plus
- Must have experience with Social Media management
- Exceptional customer service skills, including verbal and written communication with attention to detail
- Highly dependable and organized with the ability to multitask
- Excellent problem-solving skills
- Excellent project management skills with the ability to consistently meet established goals while balancing competing priorities and timelines
- Must possess a degree of skill in logistics to properly plan details and anticipate potential problems that may arise
- Must be a team player
- Must be available to work a flexible schedule including weekends, some holidays, days and nights
- Must be able to travel to events

**If you are interested in applying for this position, please submit your cover letter, resume, and salary requirements to [HR@thearcofil.org](mailto:HR@thearcofil.org).**

**The Arc of Illinois is an equal opportunity employer.**