

## **#310 Event Coordinator (Part Time)**

Classification Level 9

Kenosha Achievement Center, Inc.

1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**External: 11/9/2018**

**Hours: Up to 28/week**

**Hourly Rate: \$14.36 – \$23.56**

**Apply To: K. Matteau**

**REPORTS TO:** Director of Development and Communications

**HAS DIRECT REPORTS?** No

### **JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This is a part time position which requires a highly organized and independent individual performing a variety of responsibilities related to event coordination through the design and execution of special events and event communication.

### **TYPICAL RESPONSIBILITIES:**

1. Organize, manage and staff agency special events.
2. Recruit and manage volunteers for agency special events.
3. Secure personal solicitation and other appointments for management.
4. File and store all pertinent documents and information.
5. Assist in department and agency activities as assigned.
6. Maintain an awareness of the agency, its services, its needs, and its community impact.
7. Complete assigned Strategic Action Plan work activities and Annual Performance Growth Plan.
8. Responsible for safety of all staff members and persons served under this position.
9. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
10. Perform other duties as assigned by supervisor.

### **OCCASIONAL RESPONSIBILITIES:**

1. Provide personal assistance as need arises.
2. Back-up central administration office.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree and three years' experience in event planning, fundraising, or comparable education/experience
- Self-starter with a high energy level, committed to mission based activities
- Experience with computer software including database management and website maintenance
- Able to successfully fulfill responsibilities with a minimum of supervision

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 11/8/2018

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- Oral and written communication skills
- Must have a valid driver's license, clean driving record and insurance
- Must have a vehicle that KAC determines is in good working order
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

### **PREFERRED QUALIFICATIONS:**

- Previous successful experience in organization and planning of special events or other development functions.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, stand, walk, kneel and stoop. Approximately 70% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 50 pounds with help, 35 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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Revised 11/8/2018