



BOYS & GIRLS CLUB
OF LAKE TAHOE

Job Title: Special Events Coordinator
Reports To: Development Director
Position Type: Part time, non-exempt (20 hours/week)
Anticipated Start Date: March 2025
Job Site: Angel of Tahoe building (some travel required)

POSITION DESCRIPTION SUMMARY: Help empower young people to reach their full potential. The Special Events Coordinator assists in the coordinating, planning, and execution of internal and external events as well as marketing initiatives that engage the community and support the Boys & Girls Club of Lake Tahoe (“Club”) mission. This position supports fundraising efforts, production and marketing projects, and annual giving campaigns.

KEY SKILLS/KNOWLEDGE REQUIREMENTS:

- Experience in event planning and customer service. (Minimum three years of work experience or an equivalent combination of experience and education).
- Demonstrated ability to organize, direct, inspire, collaborate, and lead events.
- Ability to work independently, show initiative, and work well under pressure.
- Ability to collaborate, communicate, and perform at a high level with large groups and crowds.
- Strong organizational skills - manages time effectively, prioritizes tasks, and juggles event logistics.
- Strong communication skills, both oral and written.
- Background in marketing, communications, media, and/or production.
- Ability to work and communicate effectively and appropriately with youth ages 4 to 18 years old.
- Familiarity with word processing, spreadsheet, design software, social media, and electronic databases.
- This position requires driving a 7 or 8-passenger vehicle. Requirements to drive for the Club include being at least 21 years of age, having a valid California or Nevada driver's license with a minimum of three years of verifiable driving history and a clean driving record.
- CPR, AED, and First Aid certification (preferred).
- Experience working with children and ability to speak Spanish are a plus.

ESSENTIAL JOB FUNCTIONS:

- Collaborate with the Director of Development to plan and execute special events including tasks such as vendor communication, obtaining in-kind donations, and donor thank you letters.
- Collaborate with administrative staff, to deliver quality marketing and event production that support the Club’s Strategic Plan and initiatives.
- Utilize Customer Relationship Management database to generate reports, mailing lists, and invitations.
- Assist in recognizing donors for their contributions and assist in keeping regular communication with Club stakeholders.
- Perform website updating as needed in relation to events.
- Assist with ordering Club schwag, and event items and materials.
- Collaborate with Marketing and Communications Manager to gather media and social media content, such as photos, videos, and testimonials.
- Add events to the local community and media calendars.

- Maintain positive interactions with event attendees, donors, media, other staff members, volunteers, Club members and parents, and other community members.
- Assist with Club operations and tasks, as assigned.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Represent the Club in a professional, positive manner adhering to the Club's AWESOME values.
- May be required to walk, sit, or stand for long periods of time and in varying weather conditions.
- Ability to work on multiple projects and prioritize effectively. Work in a fast-paced environment where frequent interruptions, changes in plans, or imminent deadlines may occur.
- Ability to bend, twist, reach, stoop, or squat for filing or retrieval of supplies.
- Ability to lift and carry up to 50 pounds of supplies, equipment, and other Club-related items.
- Ability to perform fine motor activities required for typing, writing, and simple manipulations such as pressing telephone buttons, picking up small objects, etc.
- Ability to pay attention to detail and accuracy for reading, typing, filing, and computer use.
- Must have reliable transportation.
- Please note: reasonable accommodations may be made to enable individuals with disabilities to meet the job expectations and physical requirements.

BENEFITS: The Boys & Girls Club of Lake Tahoe strives to be a fun and fulfilling place to work. The Club values each employee and is delighted to offer generous benefits, including paid holidays and sick time, earned time off, a retirement plan, and retention and recruitment bonuses. All staff have access to professional development opportunities, free Club membership for their children, and an ample supply of Club schwag.

This is a non-exempt, part-time position not to exceed 20 hours a week unless it is requested for a large event. The position is in-person at the Angel of Tahoe Building in South Lake Tahoe with occasional work off site, in the evenings, and on weekends. Pay ranges from \$28-32 an hour, depending on experience.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of an employee assigned to this job. All Club employees may be required to perform duties outside their normal responsibilities from time to time, as needed.

The Boys & Girls Club of Lake Tahoe is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy and related conditions, sexual orientation, gender identity, or gender expression), age, disability status, genetic information, military or veteran status, retaliation, or any other characteristic protected by federal, state, or local laws. All job offers are conditional until the completion and passing of background and reference checks. All employees commit to an alcohol and drug free work environment.

APPLY: Please submit a resume and cover letter to Molly Coolidge, Director of Administration, at mcoolidge@bgclt.org by Friday, February 28, 2025.