Position: Events Coordinator
Reports to: Director of Community Engagement
Start Date: Flexible
Schedule: Part-Time – 20-25 hours/week; non-exempt
Compensation: $18-$20/hour commensurate with experience. This position does not include benefits.

Who We Are
The Texas Campaign to Prevent Teen Pregnancy is a state-wide, nonpartisan, nonprofit organization founded in 2009 to reduce teen pregnancy through research, advocacy, collaboration and training. We are committed to ensuring that every Texas teen has the information and resources needed to prevent unintended pregnancy. Our team is small but mighty, driven by data and committed to excellence. We rely on individual strengths and experience as well as the power of collaboration to deliver the best possible resources and solutions for our stakeholders and partners.

Who You Are
The Events Coordinator will assist with planning training and fundraising events. The position requires a highly organized individual with administrative prowess and a contagiously positive attitude. You are:

- **Mission-Focused and Results-Driven.** You keep your eyes on the prize and work efficiently toward clear deliverables.
- **Tech Savvy.** You are proficient in the use of computer software. Microsoft Office proficiency is a must.
- **Appreciate an Aesthetic.** You appreciate that there is more to an event than the mechanics and can realize a vision.
- **A Self-Starter who can Move Mountains.** You are proactive with exceptional problem-solving abilities. You know how to find answers and move forward.
- **An Excellent Communicator.** You can understand complex material, listen actively and communicate professionally, both verbally and in writing, with a wide range of diverse stakeholders.
- **A Collaborator.** You believe we are stronger when we synergize and work together.

At the Texas Campaign, we know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities and sexual orientations to apply to this position.

Roles and Responsibilities
As in any small nonprofit organization, all Texas Campaign staff wear many hats. We are looking for someone who can roll up their sleeves and jump right in as a key ambassador for the organization.

**Events (75%)**

- Assist with all aspects of event planning - annual conference, regional summits, fundraising events - including logistics, execution and coordination (i.e. research venues, maintain guest lists, prepare registration materials, coordinate with event committees, manage outreach efforts, etc.)
- Assist will all aspects of onsite event coordination (registration, meeting room setup/arrangement, supporting speakers and participants, working with hotel staff, etc.)
• Work with communications lead to create and manage marketing communication calendar, including print, web, and social media
• Provide support for special projects and duties as assigned

Administrative (25%)
• Provide event-related administrative support
• Maintain hard copy and cloud file organization
• Update organizational database
• Monitor event supplies and materials; work with other staff to replenish as needed
• Schedule and assist in preparations for event-related meetings/conference calls, including development of agendas and materials
• Draft, edit and proofread documents and correspondence
• Respond to public inquiries (face-to-face, via email/voicemail) in a professional manner
• Provide support for special projects and duties as assigned

Required Qualifications
• Associate’s degree; equivalent experience will be considered in lieu of education
• 1 year of administrative experience required, ideally in the nonprofit sector
• 2+ years of experience supporting/planning non-profit events preferred
• Advanced proficiency with Microsoft Word, Excel, Gmail and the G Suite; experience with CiviCRM a plus
• Experience with conference planning desired
• Strong oral and written English communications skills
• Demonstrated ability to handle confidential information in a discrete and professional manner
• Ability to maintain accuracy and confidentiality with financial and donor-related data
• Team player with strong multi-tasking abilities, works well under pressure, deadline oriented
• Professional demeanor
• Ability to lift up to 20 pounds
• Ability to work a flexible schedule, including evenings and weekends on occasion

Application Instructions
Please send a customized cover letter describing your qualifications and interest for this position, your resume, and three references (names and contact information) to HR@Txcampaign.org with the job title in the subject line. Applications with a generic cover letter will not be considered. Applications will be reviewed on a rolling basis and the position will remain open until filled. An offer of employment will be subject to the successful completion of a background check.