

## Discoveries of Hope (DoH) Foundation

As a Los Angeles based 501 (c) 3 non-profit organization, our mission is to provide and promote charitable giving through various recognized public charities in support of their core mission and initiatives. We are committed to providing business assistance to non-profit organizations that promote the growth of healthy communities with an emphasis on education, economic development, health, and wellness.

DoH assists numerous non-profits who have a considerable responsibility to deliver programs that make a difference in communities and have a social impact in society. Our organization manages fundraising events and programs that contribute to community job placement and economic growth through local and foreign investment opportunities.

### Special Events Coordinator

Length of Assignment: TBD

Hours Per Week: TBD

Salary: Academic Credit Available for Students (*if approved by school*)

The role of the Special Events Coordinator is to assist the Event Manager to effectively, consistently, and seamlessly deliver and execute innovative hospitality events, meetings, incentive trips, luncheons, social occasions, galas and entertainment that enhance the success of events. This individual is responsible for assisting with overseeing large-scale organization-sponsored events for non-profits and other strategic partners to build relationships and establish benchmarks for organizational event quality and high impact.

We are looking for an energetic, articulate, self-directed, and organized Special Events Coordinator. This position provides a unique opportunity to work with staff, volunteers and management in support of multiple organizational functions including recruitment, public relations, program and service, human resources, marketing, development and communications.

The ideal candidate will be part of a dynamic team committed to excellence by effectively executing and managing an array of events, collaborating with diverse audiences including donors, sponsors, supporters, community, charities, celebrities and elected officials. This position requires an individual to be goal-oriented, self-sufficient, extremely organized, reliable, and focused. Must have proven success managing special events in a fast-paced organization and enjoy cultivating relationships through interaction with corporate sponsors, organization, donors and volunteers.

The Special Events Coordinator will provide administrative support to assigned staff to ensure successful campaigns in achievement of volunteer engagement and revenue development goals. Support includes providing excellent customer service, typing, data entry and retrieval, filing, record keeping, updating, faxing, producing reports, answering inquires, volunteer communications. Assist in planning, implementation, follow-up, and evaluation of various activities.

Duties and Responsibilities (not limited to):

- Work with volunteer coordinator to identify, solicit, recruit and develop strong volunteer database with relevant skills
- Ensure there are clearly defined volunteer positions and job responsibilities for assigned areas in partnership with event manager
- Assume responsibility for the coordination of assigned special events in partnership with the special events team
- Assess need for additional staff, consultants; estimate the resources and participants needed to achieve project goals
- Coach, motivate and supervise event team members to take positive action and accountability for their assigned work
- Manages multiple events including all event activation, event staff management and pre and post event performance tracking and recaps
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- Ability to manage several projects simultaneously, work well within deadlines; handle changing priorities and frequent interruptions
- Ability to prioritize daily work and report status and progress on assigned responsibilities
- Prepare and manage initial and final budget for meeting expenses (i.e., rooms, food, equipment, outside speakers, etc.)
- schedules and maintains communication with speakers, vendors, and participants; coordinates and monitors event timelines
- Produce detailed minute by minute timeline for event and program
- Communicate regularly with clients through scheduled meetings, emails, and phone calls
- Work closely with sales, marketing, and management to facilitate event planning and production in accordance with plan objectives and marketing strategies
- Serve as point of contact for event attendees, using excellent customer service to investigate and resolve event related questions, take reservations, handle post-event follow up and address issues for sponsors, volunteers and attendees

Skills and Abilities:

- High level of effective interpersonal skills, demonstrated positive interaction/communication with staff, donors, vendors and sponsors
- Ability to perform under moderate levels of stress imposed by frequent deadlines, peak workloads, and repeated interruptions
- Oversees event venue and inspection prior to a function to ensure venue set-up, menu, vendors and schedule of activities are correct
- Excellent oral and written communication skills and strong presentation, networking and relationship management skills
- Strong interpersonal skills and the ability to forge and maintain strong relationships with clients and other strategic partners
- Must be able to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Flexibility and ability to push through indecision and ambiguity to deliver results
- Proficient in Microsoft Office Programs: MS Word, PowerPoint and Excel and Internet Research
- Resourceful, entrepreneurial spirit, and the ability to work proactively and independently
- Proactive problem solver who possesses the ability to utilize best practices and tools for project execution and management
- Highly motivated and enthusiastic; thrives under pressure; ability to work with high degree of intensity and follow through
- Assist with negotiations for food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs, and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of the organization

Additional Requirements:

- On-site event support may require extended hours of work and ability to move quickly to multiple function locations
- Ability to work a flexible schedule and travel when required. Potential International travel (passport required).
- Strong aptitude for problem solving and follow-through on issues
- Willingness to work occasional evenings and weekends

**To Apply:** Complete the online Volunteer Application and send resume to [careers@discoveriesofhope.org](mailto:careers@discoveriesofhope.org) or fax to 866.647.9696