



Part-Time Events Coordinator

Employment Classification: part time; up to 30hrs/week

Hourly Rate: \$25/hour

Organization Description:

The Lake Hopatcong Foundation (LHF) is a growing 501(c)3 non-profit organization based on New Jersey's largest lake. LHF dedicates itself to protecting the lake environment and enhancing the lake experience, bringing together public and private resources to encourage a culture of sustainability and stewardship, on and around New Jersey's largest lake for this and future generations.

LHF Values:

Collaboration: We work to bring people together and foster equity, opportunity, vibrance, and wellness where all may flourish within the community.

Action: We are committed to our mission, moving quickly to take on projects that have an impact on and around the lake.

Sustainability: We are forward-thinking when making decisions, taking future generations into account when considering projects and initiatives.

Warmth: We are a friendly face to the community, showing the best of ourselves and bringing out the best in the people of Lake Hopatcong.

Job Purpose:

To build a broad base of support, which allows LHF to support its mission, we host three major events per year: The Lake Hopatcong Block Party (a fair-style community event with over 200 vendors and 4,000 attendees) in Spring, Annual Gala & Silent Auction (a fundraising dinner and virtual auction) in Summer, and Lake Loop (a bike/run/paddle challenge) in Fall. We seek an experienced and dedicated Event Coordinator who will be responsible for organizing and executing these events.

Reporting Relationship:

The Events Coordinator will work closely with the Development Director and reports to the Executive Director. The Events Coordinator will serve as the chair of committees of volunteers who help plan and execute each event. LHF has a small staff, and all staff work collaboratively to support each other's work, and this work is amplified by the help of dedicated volunteers.

Responsibilities:

- Chair event planning committees of volunteers and "volunteers in charge" which plan, track, and execute action items leading up to each event. This includes scheduling monthly meetings of each committee leading up to the event and one wrap-up meeting, post event.
- Work with communications director to update or create event marketing collateral, including posters, flyers, banners, and signage, as well as vendor and sponsor solicitation packages, and event invitations.
- Work with development director and communications director to write descriptive web copy for each event, including blogs.
- Track vendors and participants across three different event software systems, namely eTapestry, Givesmart, and Bikereg.
- Communicate with outside vendors and partners on event elements, like venue, party rentals, event giveaways, activity routes and placement etc.
- Work with volunteer coordinator to ensure enough volunteer help for each event.
- Complete permit applications, raffle license applications, and special use permit applications, as needed for each event.

- Work with the Development Director to create progress reports on each event for staff/board review, which will help identify opportunities and/or the need for more resources.
- Help Development Director to maintain current list of sponsors and solicit new sponsorships from the local business community.

Attributes

- As a public-facing ambassador for the Lake Hopatcong Foundation, the event coordinator will be a friendly, outgoing individual, who embodies LHF's values of collaboration, action, sustainability, and warmth.
- Managing three large events in spring, summer, and fall, the events coordinator will be highly organized, detail-oriented, and a skilled multi-tasker.
- Relying on support from committees and volunteers, the event coordinator will be an excellent verbal and written communicator.
- Working with a small team in a fast-paced environment, the events coordinator will be able to work independently.
- As these events serve as fundraisers for the organization, the event coordinator will be comfortable speaking with funders and potential funders, and will work with the Development Director to identify development opportunities.
- The events coordinator will be energetic and adaptable, willing to rise to any occasion to ensure success.
- The event director is planning events for a non-profit organization whose work benefits the community and should be enthusiastic about work that benefits the greater good.
- As events and planning are organized online and through event-specific software systems, the event coordinator must be a quick learner who is comfortable with technology.

Experience, Skills & Requirements:

- 3+ years of experience planning special events.
- Strong interpersonal and relationship skills; demonstrated ability to communicate, motivate, lead, and relate effectively to various individuals.
- Proficient in Microsoft Office Suite and most PC applications
- Requires use of a personal vehicle and ability to travel within the greater Lake Hopatcong region (Roxbury, Hopatcong, Jefferson, Mount Arlington); job-related mileage reimbursed.
- Self-management skills and teamwork skills. Ability to organize, prioritize and direct a body of work, collaborating effectively with other LHF staff and partners as appropriate.
- Ability to work outdoors and/or on your feet for hours at a time.
- Some weekend and evening work required.
- Familiarity with web-based tools, such as Givesmart, Sign-up Genius, and BikeReg/RunSignUp a plus.
- Previous experience with non-profit organizations is a plus.
- Familiarity with Lake Hopatcong region is a plus.

Work Location:

The position will require you to work at the Lake Hopatcong Foundation office located at 125 Landing Rd. Landing, NJ with remote work arranged through the Executive Director on an as-needed basis.

To Apply:

To apply for this position please send a cover letter and resume to kyle@lakehopatcongfoundation.org. Applications will be reviewed on a rolling basis until the position is filled.

The Lake Hopatcong Foundation is an equal opportunity employer and values diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.