

# Bridging AZ Furniture Bank

## AmeriCorps Position Description

### Special Events Coordinator

**Job Title:** Special Events Coordinator

**Service Location:** Bridging AZ 25 N. Extension Road, Mesa, AZ 85201

**Department:** Fundraising

**Supervisor:** Executive Director

**Schedule:** 20-40 hours per week. Schedule to be agreed upon.

**Service Commitment:** choose between 320 service hours.

**Service Term:** Service hours to be completed before August 31, 2017

**Department Summary:** Bridging AZ Furniture Bank is the largest furniture bank in Arizona. In the past 13 years Bridging has distributed over 260,000 items to those in need. Bridging has 3 programs the Furniture Bank – distributes furniture to families in need, the Veterans Furniture Project – engages veterans in building and repairing furniture and Beds for Kids – distributes new beds through “first responders” who identify kids in need of beds.

**Job Description:** This position will market our high impact nonprofit by coordinating a series of events which may include: Happy Hours, Bed Races, Game/Poker Nights, and Donor Cultivation events. Your job, if you choose to accept it is: Help identify a type of events, find venue, recruit, communicate with and organize volunteers. May be asked to help secure donations for silent auction and raffle prizes.

**Essential duties/ Responsibilities:**

- Work closely with staff and volunteers to create and market special events
- Identify fundraising opportunities at events
- Positively represent Bridging AZ at networking events
- Manage event notices on social media outlets
- Identify and attend event opportunities

**Education/Experience/Qualifications:**

- Must have a background in event planning
- Outgoing personality with ability to build and maintain relationships
- Highly ethical, trustworthy, dependable
- Positive attitude, team player, flexible
- Able to prioritize, support multiple projects, define problems, make decisions
- Effective communication skills: verbal, written, phone
- Self-motivated with basic computer skills
- Member will be required to successfully pass a background check by Mesa United Way

Position Category	Hours	Stipend/Living Allowance	Education Award
Minimum Time	320	\$2,652 = \$8.28 hr	\$1,230

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