



## **Events Coordinator for Back 2 School America**

Full-Time Position

Back 2 School America (B2SA) is seeking an Events Coordinator to help grow the organization and fulfill its mission: to create and support educational opportunities that enrich the lives of children across the USA. B2SA was founded in the fall of 2010. The main program of the organization is a Back 2 School effort that provides school supplies to children from low-income families.

### **Responsibilities:**

- **Build-A-Kit Events:**
  - Make calls, send emails, and coordinate all aspects of Build-A-Kit Event with involved companies (e.g. date, time, location, volunteers, fundraising)
  - Oversee all Build-A-Kit logistics including ordering bulk school supplies, coordinating shipment/delivery, connecting with partner organizations to determine kit recipients, securing the event space, creating and maintaining fundraising pages, coordinating volunteers, and ensuring that all event day supplies are prepped (e.g. food/beverages, Build-A-Kit materials, event documents/paperwork)
  - Ensure all school supplies are present at the event from Kits for Kidz
  - Coordinate which B2SA staff members will be attending each Build-A-Kit event
  - Assist with event set up and build, ensuring the event runs smoothly and the sponsoring company is successful
  - Work with host to ensure pictures are taken for social media and website needs
  - Help teardown and make sure assembled kits are ready for pick-up. At times, arrange Bill of Lading for shipping company.
  - Work with recipient organization to ensure kit delivery
  - Assist with social media, posting through HootSuite on Facebook, Instagram, LinkedIn, website, and helping write our monthly e-newsletter
- **Contest Events:**
  - Help coordinate all aspects of the contest (e.g. date, time, location, in-kind donations, communication with applicants and winners)
  - Assist with dissemination of information on contest on website and social media pages
  - Secure and coordinate volunteers for winner celebration event/kit distribution event
  - Assist with procuring donations for contest winners and contest venues
- **Other:**
  - Fluent in Microsoft Word, PowerPoint and Excel, as well as comfortable using Google Drive
  - Ability to learn, navigate and edit a WordPress website
  - Comfortable driving and operating up to a 20' U Haul truck. Must have valid IL driver's license.
  - Ability to lift 35 pounds and spend long hours standing/moving around
  - Health Insurance is provided

### **Terms and Conditions:**

- Experience – Experience with event planning and coordination required
- Transportation – Owning a car is not a necessity, but extremely helpful. Mileage reimbursed (except to/from office)
- Salary – To be determined based on level of experience
- Skills – Individual must be detail oriented. College degree preferred, along with a passion for working at a non-profit.
- Technology – Computer will be supplied by B2SA. You must supply your own personal cell phone.

### **How to Apply/Inquire:**

Send a resume, cover letter, and four references to [stevensartin@b2sa.org](mailto:stevensartin@b2sa.org). Please indicate **Events Coordinator** in the subject line.