

## Program Event Coordinator

<b>Location</b>	Remote; based in San Diego, CA
<b>Status</b>	Part-time Contractor at 10-15 hours per week
<b>Reports To</b>	Executive Director

### About the Role

Girls Rising is seeking a motivated Program Event Coordinator, responsible for the planning and execution of our 8 - 10 annual community events, as part of our Big and Little Sister Mentor Program. The ideal candidate will be passionate about creating unique and exciting events. Our focus is on providing our matches with events centered around education, empowerment, and new experiences.

The Program Event Coordinator will resonate with our mission of empowering the upcoming generation of girls in our local community, and will understand the benefits of mentorship. Must possess the unique ability to work independently and remotely, while staying connected to and in sync with the Girls Rising community of program participants, staff and Board.

**Please note that events are being held in a virtual setting until it is safe to gather in person.**

### What You'll Do

- Main responsibility is to lead the research, planning, creation, organization, and execution of all Big and Little Sister program events (8-10 per year), alongside the guidance of the Program Manager
- Chair our Board of Directors Activities Committee (monthly meetings) and work with our Board and volunteers to designate and assign all tasks necessary to carry out events
- Communicate and market events to Big and Little Sisters to encourage maximum event attendance and participation
- Assist Program Manager with planning and execution of Big Sister trainings
- Manage events budget allocated by the Executive Director and Board of Directors
- Evaluate events and work with Activities Committee to create new and exciting experiences each year
- See here for examples: <https://girlsrisingsd.org/donate/event-sponsorship/>

### General Experience and Requirements

- B.S or B.A. Degree
- Previous experience in event planning
- Previous experience in a youth or social service setting a plus

- Excellent communication, oral and writing skills
- Ability to work under pressure while remaining professional
- Detail-oriented and meticulously organized with ability to prioritize tasks
- Flexible and able to adjust quickly and problem solve as event needs change
- Highly independent, have excellent time management skills and strong work ethic
- Reliable transportation for regular driving around San Diego County (once events are in person again)
- Demonstrable experience with Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and Google Suite (Google Calendar, Drive)

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is frequently required to:

- Sit, talk and hear
- Walk, occasionally climb stairs, use hands to type data, operate business machines, dial the telephone and reach with hands and arms
- Lift and/or move 5 lbs. and occasionally lift and /or move up to 15 lbs.

### **Perks of the Job**

- Pay range is \$18/hour to \$19/hour based on experience
- Ability to work remotely (Must be based in San Diego, CA. Will travel the county for meetings and events.)

### **About Girls Rising**

Girls Rising is a 501(c)(3) non-profit organization that helps girls achieve success by pairing each girl with an individual mentor to serve as a positive, consistent role model in their lives. In addition, the program offers a series of social, educational and character building events for our Big and Little Sisters throughout the year to promote a sense of community, increase social support and introduce the girls to new experiences. <https://girlsrisingsd.org/>

**To apply, send your resume and cover letter to [info@girlsrisingsd.org](mailto:info@girlsrisingsd.org).**