



Job Title: Social Media & Special Events Coordinator

Hours: 40 Hours a Week, Monday-Friday (9am-5pm) Some weekends and evenings required (in office)

Supervisor: JYP Executive Director

Job Description:

Provide assistance to Executive Director in managing the complex initiatives of events including sponsor events, golf tournaments, websites, monthly newsletters, auctions, meetings and conferences and more.

The Social Media & Special Events Coordinator will work one-on-one with the Executive Director on the below events:

1. **Ditka & Jaws Cigar Party**
2. **Ron Jaworski Celebrity Golf Challenge Weekend**
3. **Holiday Bike Drive**
4. **Back to School Event**
5. **Turkey Drive**
6. **Pulte Golf Classic**
7. **Additional JYP monthly events as they get confirmed**

Roles Include: Event implementation and oversight, Database management, Volunteer Liaison, Auction Liaison, Fundraising, Social Media Liaison, Marketing/Website and Collateral development and management; Volunteer coordination, Registration and on-site implementation.

Duties: Support the daily operations of the following:

- Provide leadership & serve as liaison to vendors, volunteers, contributors and other key stakeholders that participate in various events.
- Provide accurate recordkeeping and database management.
- Social Media Ambassador for all JYP accounts (Canva)
- Ability to use the software Canva for all social media posts and monthly insiders
- Volunteer Liaison for all events
- Assist in the planning, development & execution of all aspects of the events
- Assist in the development of all promotional collateral materials related to the event.
- On-Site Event duties would consist of, but not be limited to: Sponsorship, marketing, interacting with guests at events, running errands, working with vendors, website updating, social media, room setup and take down, preparing supplies for events, being present for last minute needs at events etc.
- Perform other duties as assigned. *This description does not reflect all the duties of the position. Every day will vary as we are a small non-profit office.*

Requirements:

- College Degree Required from an Accredited Institution. Preferred concentrations include Marketing, Communications, Event Planning, and other relevant fields.
- **Skills:** Good written communications and public presentation skills. Must demonstrate competency in interpersonal skills, prioritizing, time management, planning, social media and Microsoft Office. Strong customer service and organizational skills. Knowledge and experience using Canva is a plus.
- **Abilities:** Demonstrate the ability to manage multiple tasks simultaneously, work independently and/or as a team member. Must demonstrate initiative, self-confidence, persuasiveness, a positive attitude and a drive to achieve.
- Must be able to lift and carry up to 40 lbs.
- A reliable method of transportation is required.

TO APPLY:

E-mail resume to: Trish@RonJaworski.com **Subject:** Events Coordinator *NO PHONE CALLS PLEASE